SHARP

MODEL

FO-50
FO-70

FACSIMILE

OPERATION MANUAL

1. Installation
2. Sending Documents
3. Receiving Documents
4. Making Copies
5. Making Telephone Calls
6. Answering Machine Connection
7. Special Functions
8. Printing Reports and Lists
9. Maintenance
10. Troubleshooting

Quick Reference Guide

Entering Your Name and Number

1. Press: FUNCTION 3 # #

   Display shows: OWN NUMBER SET

2. Press: START

3. Enter your fax number (max. of 20 digits) by pressing the number keys.

- To insert a space between digits, press the # key. To enter "+", press the ✱ key.
- If you make a mistake, press the **SPEED DIAL** key to backspace and clear the mistake.

4. Press: START

5. Enter your name by pressing the appropriate number keys as shown below.

- To enter two letters in succession that require the same key, press the **SPEAKER** key after entering the first letter.

SPACE = 1 1	J = 5 5	T = 8 8
A = 2 2	K = 5 5 5	U = 8 8 8
B = 2 2 2	L = 5 5 5 5	V = 8 8 8 8
C = 2 2 2 2	M = 6 6	W = 9 9
D = 3 3	N = 6 6 6	X = 9 9 9
E = 3 3 3	O = 6 6 6 6	Y = 9 9 9 9
F = 3 3 3 3	P = 7 7	Z = 9 9 9 9 9
G = 4 4	Q = 7 7 7	
H = 4 4 4	R = 7 7 7 7	
I = 4 4 4 4	S = 7 7 7 7 7	

- To change case, press the **REDIAL** key. Press # or ✱ to scroll through symbols and special characters.

6. When finished, press: START STOP

Setting the Date and Time

1. Press: FUNCTION 3 # # #

   Display shows: DATE & TIME SET

2. Press: START

3. Enter two digits for the day (01 to 31).

4. Enter two digits for the month (01 to 12).

5. Enter four digits for the year (Ex: 1999)

6. Enter two digits for the hour (00 to 23) and two digits for the minute (00 to 59).

7. When finished, press: START STOP

Storing and Clearing Auto Dial Numbers

1. Press: FUNCTION 3 #

   Display shows: FAX/TEL # MODE

2. Press **1** to store a number or **2** to clear a number.

3. Enter a 2-digit Speed Dial number (from 01 to 05 for Rapid Key Dialling, or 06 to 40 for Speed Dialling). (If you are clearing a number, go to Step 7.)

4. Enter the full fax/telephone number.

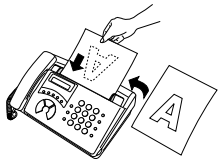
5. Press: START

6. Enter the name of the location by pressing number keys. (Refer to the letter entry table in *Entering Your Name and Number*.)

7. Press: START STOP

Sending Faxes

Place your document (up to 5 pages) face down in the document feeder.



Normal Dialling

1. Lift the handset or press SPEAKER
2. Dial the fax number.
3. Wait for the reception tone (if a person answers, ask them to press their Start key).
4. Press: START

Rapid Key Dialling

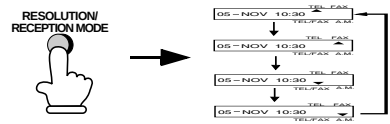
Press the appropriate Rapid Key. Transmission will begin automatically.

Speed Dialling

1. Press: SPEED DIAL
2. Enter 2-digit Speed Dial number.
3. Press: START

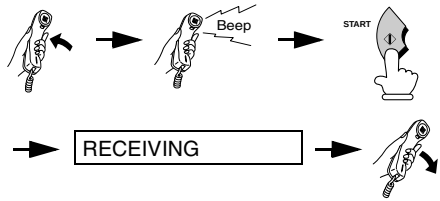
Receiving Faxes

Press the **RESOLUTION/RECEPTION MODE** key until the arrow in the display points to the desired reception mode (make sure the document feeder is empty).



FAX mode: The fax machine automatically answers on the set number of rings and receives the incoming document.

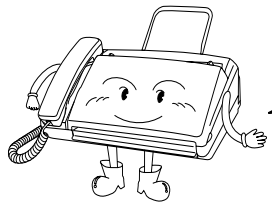
TEL mode:



TEL/FAX mode: This mode is convenient for receiving both faxes and voice calls. When a call comes in, the fax will detect whether it is a voice call (including manually dialled fax transmissions), or an automatically dialled fax.

A.M. mode: Select this mode when an answering machine is connected to the fax and the answering machine is turned on.

Introduction



Welcome, and thank you for choosing a Sharp facsimile machine! The features and specifications of your new Sharp fax are shown below.

Automatic dialling	Rapid Key Dialling: 5 numbers Speed Dialling: 35 numbers
Fax (thermal) paper	Initial starter roll (included with machine): 10 m Recommended replacement roll: FO-20PRw, 30 m
Paper cutting method	**FO-50:** Tear off by hand **FO-70:** Automatic cutter
Modem speed	9600 bps with automatic fallback to lower speeds.
Transmission time*	Approx. 15 seconds
Resolution	**Horizontal:** 8 pels/mm **Vertical:** Standard: 3.85 lines/mm Fine /Halftone: 7.7 lines/mm Super fine: 15.4 lines/mm
Automatic document feeder	5 pages max. (80 g/m^2 paper)
Haftone (grayscale)	64 levels
Display	16-digit LCD display

Note: This fascismile machine is Year 2000 compliant.

*Based on ITU-T Test Chart #1 at standard resolution in Sharp special mode, excluding time for protocol signals (i.e., ITU-T phase C time only).

Compression scheme	MR, MH, Sharp (H2)
Applicable telephone line	Public switched telephone network
Compatibility	ITU-T (CCITT) G3 mode
Input document size	**Automatic feeding:** Width: 148 to 216 mm Length: 140 to 297 mm **Manual feeding:** Width: 148 to 216 mm Length: 140 to 600 mm
Effective scanning width	210 mm max.
Effective printing width	210 mm max.
Contrast control	Automatic/Dark selectable
Reception modes	Fax, Tel, Fax/Tel, A.M.
Copy function	Yes
Telephone function	Yes (cannot be used if power fails)
Power requirements	230-240 V AC, 50 Hz
Operating temperature	5° - 35°C
Humidity	Maximum: 85% RH
Power consumption	Standby: 2.3 W Maximum: 115 W
Dimensions	Width: 304 mm Depth: 236 mm Height: 122 mm
Weight	Approx. 2.6 kg

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

Important safety information

- For your safety, if any of your equipment is not operating properly or should any physical damage occur to the equipment where internal parts may become exposed, the equipment should be immediately disconnected from the phone line and then the power line and returned to a SHARP authorised Service Centre for inspection, repair, or disposal.

- In Australia, installing or modifying telephone lines should only be done by an ACA licensed serviceman. In New Zealand, installing or modifying telephone lines should be done in accordance with Telecom wiring practices.

- Do not disassemble this machine or attempt any procedures not described in this manual. Refer all servicing to qualified service personnel.

- This machine must only be connected to a 230-240 V, 50 Hz, earthed (3-prong) outlet. Connecting it to any other kind of outlet may damage the machine.

- Do not install or use the machine near water, or when you are wet. For example, do not use the machine near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement, or near a swimming pool. Take care not to spill any liquids on the machine.

- Unplug the machine from the telephone socket and then the power outlet and consult a qualified service representative if any of the following situations occur:
  - Liquid has been spilled into the machine or the machine has been exposed to rain or water.
  - The machine produces odors, smoke, or unusual noises.
  - The power cord is frayed or damaged.
  - The machine has been dropped or the housing damaged.

- Do not allow anything to rest on the power cord, and do not install the machine where people may walk on the power cord.

- Never insert objects of any kind into slots or openings on the machine. This could create a risk of fire or electric shock. If an object falls into the machine that you cannot remove, unplug the machine and consult a qualified service representative.
- Do not place this machine on an unstable cart, stand or table. The machine could be seriously damaged if it falls.
- Never install telephone wiring during a lightning storm.
- Never install telephone sockets in wet locations unless the socket is specifically designed for wet locations.
- Never touch bare telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone to report a gas leak in the vicinity of the leak.
- The socket-outlet must be installed near the equipment and must be easily accessible.

WARNING NOTICE: NO calls can be made to or from this fax during a mains power failure.

WARNING: Australian Communications Authority (ACA) regulations state that no unauthorised changes or modifications to this equipment are permitted.

Note: Complies with ACA and NZ TELECOM standard AS/NZS3548 regarding emission of electromagnetic interference.

These limits are designed to provide reasonable protection against interference in an installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause interference. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.

- Increase the separation between the equipment and the receiver.

- Connect the equipment to an outlet on a different circuit to that which the receiver is connected.

- Consult the dealer or an experienced radio/TV technician for help.

For Australia: The Ringer Equivalence Number (REN) for this equipment is written on the back of the machine.The sum of all the Ringer Equivalence Numbers (REN's) on your telephone line should not exceed 3 to assure correct service from your telephone company.

Important:

- This facsimile machine is not designed for use on a line which has call waiting, call forwarding, or certain other special services offered by your telephone company. If you attempt to use the fax machine on a telephone line using any of these services, you may experience errors during transmission and reception of facsimile messages.
- This facsimile machine is not compatible with digital telephone systems.
- This facsimile machine is designed to operate in Australia and New Zealand only.

Important Notice For New Zealand Users

Please note:
The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with the minimum conditions for connection to its network.

It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Telecom will accept no responsibility should difficulties arise in such circumstances.

This equipment shall not be set up to make automatic calls to the Telecom '111' Emergency Service.

To avoid telephone charges for local calls, be sure to store numbers "without" area code in your rapid or speed dial locations.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

Not all standard telephones and answering machines will respond to imcoming ringing when connected to the extenison socket of the equipment.

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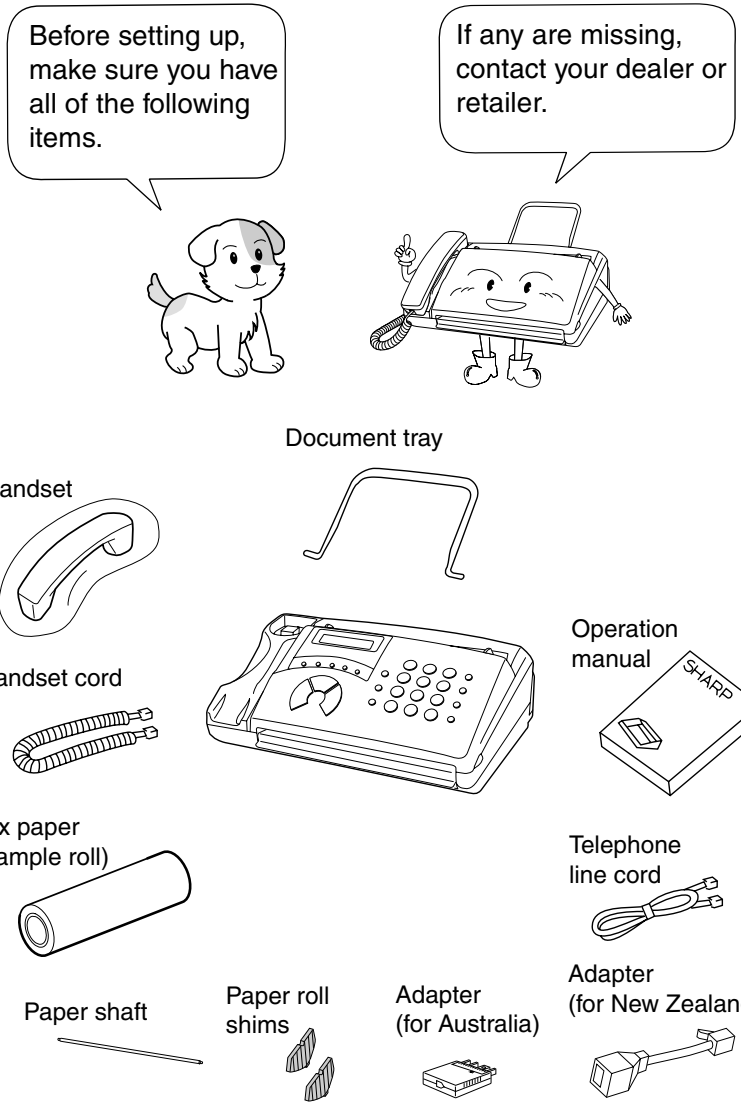
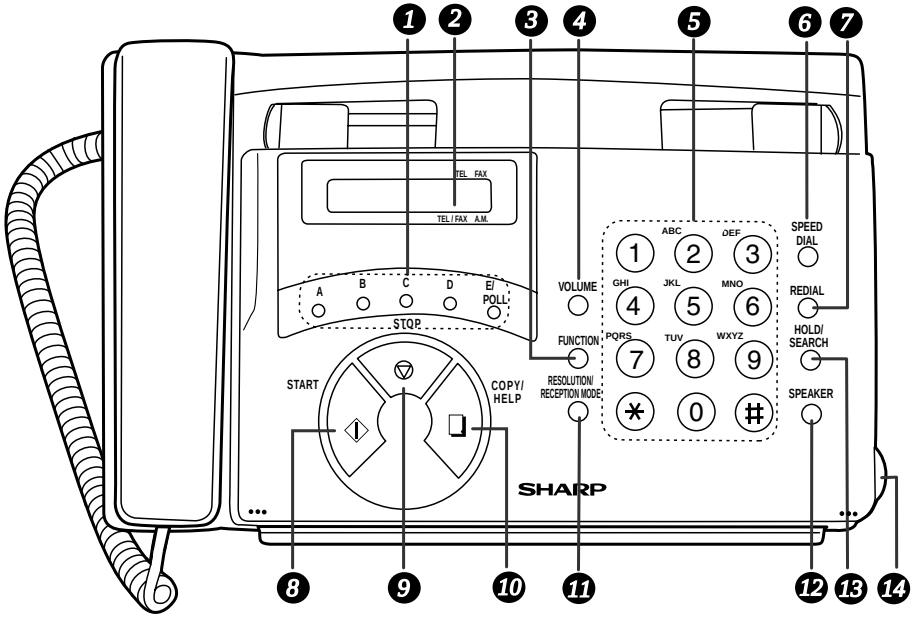
1. Installation

Unpacking Checklist



A Look at the Operation Panel



1 **Rapid Dial Keys**
Press one of these keys to dial a fax number automatically.

2 **Display**
This displays messages and prompts during operation and programming.

3 **FUNCTION key**
Press this key to select various special functions.

4 **VOLUME key**
Press this key to adjust the volume of the speaker when the **SPEAKER** key has been pressed, or the volume of the ringer at all other times.

5 **Number keys**
Use these keys to dial numbers, and enter numbers and letters when storing auto-dial numbers.

6 **SPEED DIAL key**
Press this key to dial a fax or voice number using an abbreviated 2-digit Speed Dial number.

7 **REDIAL key**
Press this key to automatically redial the last number dialled.

8 **START key**
Press this key to begin transmission when using Speed Dialling, Direct Keypad Dialling, or Normal Dialling.

9 **STOP key**
Press this key to cancel an operation before it is completed.

10 **COPY/HELP key**
When a document is in the feeder, press this key to make a copy of a document. At any other time, press this key to print out the Help List, a quick reference guide to the operation of your fax machine.

11 **RESOLUTION/RECEPTION MODE key**
When a document is in the feeder, press this key to adjust the resolution for faxing or copying. At any other time, press this key to select the reception mode (an arrow in the display will point to the currently selected reception mode).

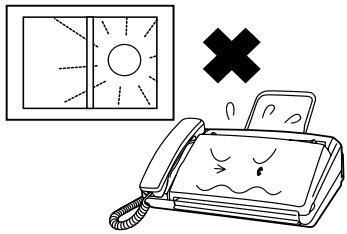
12 **SPEAKER key**
Press this key to listen to the line and fax tones through the speaker when faxing a document.
Note: **This is not a speakerphone.** You must pick up the handset to talk with the other party.

13 **HOLD/SEARCH key**
Press this key to search for an automatic dialling number, or, during a phone conversation, press this key to put the other party on hold.

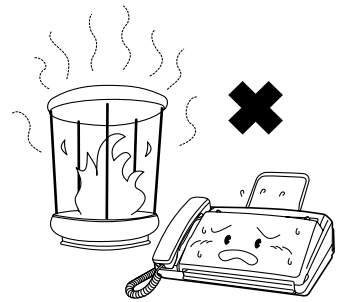
14 **Panel release**
Grasp this finger hold and pull toward you to open the operation panel.

Connections

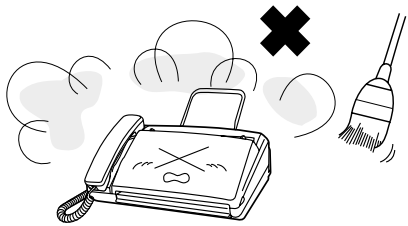
Points to keep in mind when setting up



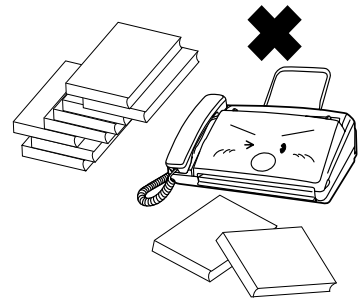
Do not place the machine in direct sunlight.



Do not place the machine near heaters or air conditioners.



Keep dust away from the machine.



Keep the area around the machine clear.

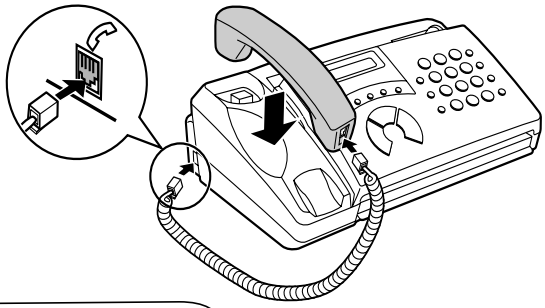
About condensation

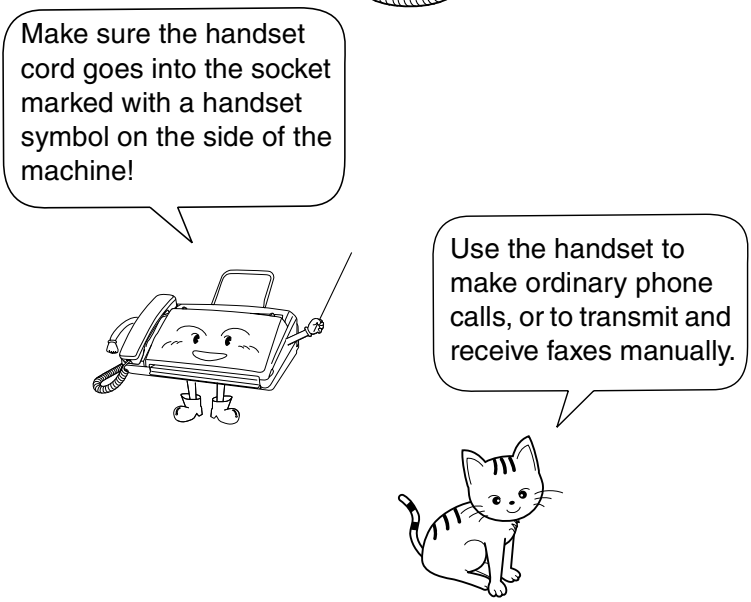
If the machine is moved from a cold to a warm place, it is possible that condensation may form on the scanning glass, preventing proper scanning of documents for transmission. To remove the condensation, turn on the power and wait approximately two hours before using the machine.

Connecting the Handset

Connect the handset as shown and place it on the handset rest.

- The ends of the handset cord are identical, so they will go into either socket.

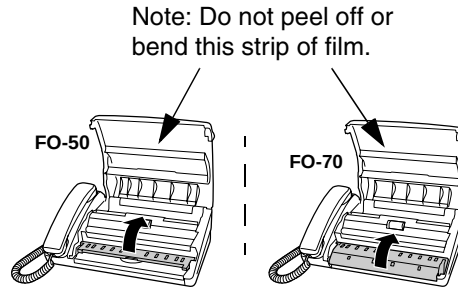



Make sure the handset cord goes into the socket marked with a handset symbol on the side of the machine!
Use the handset to make ordinary phone calls, or to transmit and receive faxes manually.

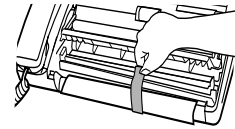
Removing the packing paper

1 Grasp the finger hold and pull up to open the operation panel.

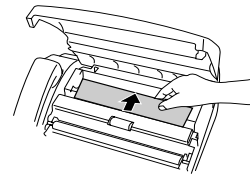
2 Flip up the front paper guide.



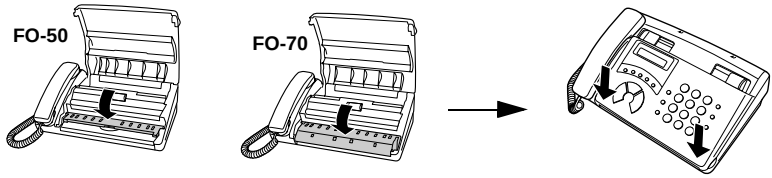
3 **For FO-70:** Remove the tape and packing paper from the cutter unit.



For FO-50: Remove the packing paper.



4 Flip down the front paper guide and then close the operation panel.

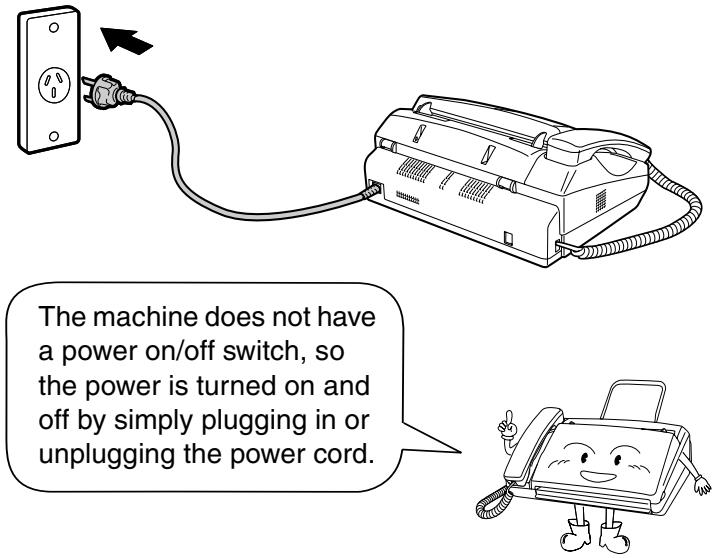


Connecting the power cord

Plug the power cord into a 230-240 V, 50 Hz, earthed (3-prong) AC outlet.

Caution:
When disconnecting the fax, unplug the telephone line cord before unplugging the power lead.

- The mains outlet (socket-outlet) should be installed near the equipment and be easily accessable.


The machine does not have a power on/off switch, so the power is turned on and off by simply plugging in or unplugging the power cord.

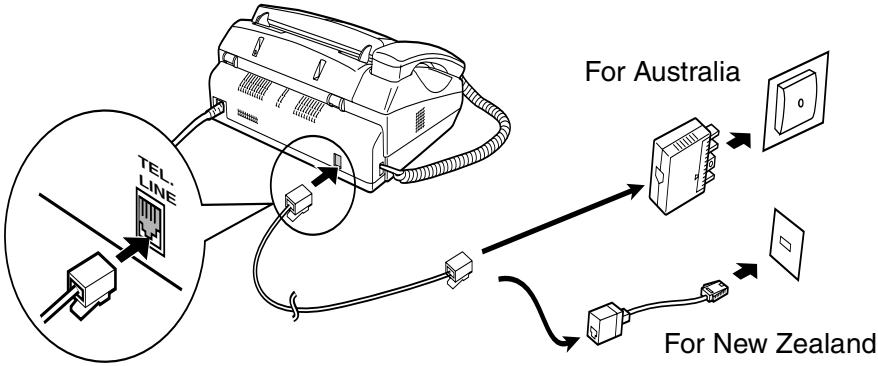
Note: If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased at most telephone specialty stores.

Moving your fax and reconnecting

Should it be necessary to move your fax to a new location, first disconnect the telephone line cord before disconnecting the power cord. When reconnecting, it is necessary to connect the power cord before connecting the telephone line cord.

Connecting the telephone line cord

Insert one end of the telephone line cord into the adapter. Insert the other end of the line cord into the socket on the back of the fax marked **TEL. LINE**. Plug the adapter into the telephone socket on the wall.



Note: The fax machine is set for tone dialling. If you are on a pulse dial line, you must set the fax machine for pulse dialling. Press the keys on the operation panel as follows:

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1 Press these keys:

The display will show:

DIAL MODE

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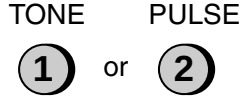
2 Press **1** to select tone dialling, or **2** to select pulse dialling.



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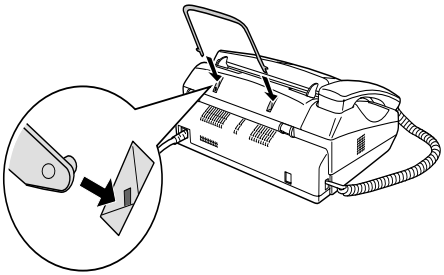
3 Press the **STOP** key to return to the date and time display.

Note: For all units installed in New Zealand, select **1** for tone dialling. The pulse setting **2** will not operate correctly and must not be used.

Attaching the original document support

Attach the original document support as shown below.



Extension phone (optional)

If desired, you can connect an extension phone to the **TEL. SET** socket on the fax.

- To connect an answering machine to your fax, see Chapter 6, *Answering Machine Connection*.

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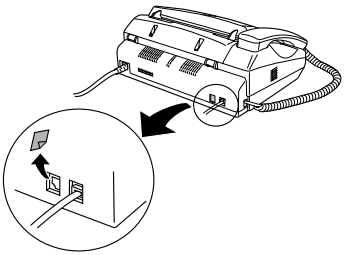
1 Remove the seal covering the **TEL. SET** socket.



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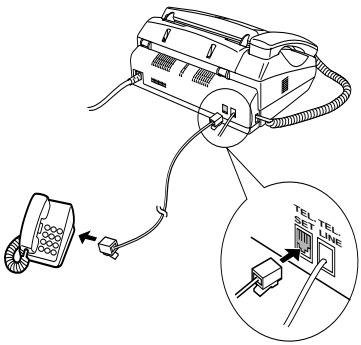
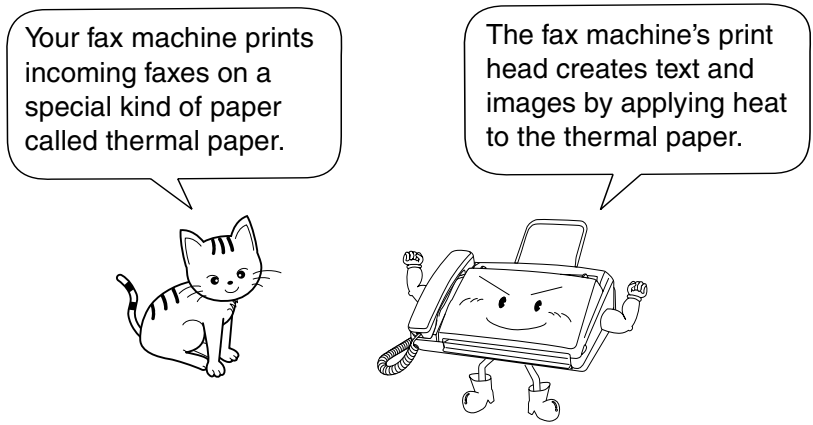
2 Connect the extension phone line to the **TEL. SET** socket.

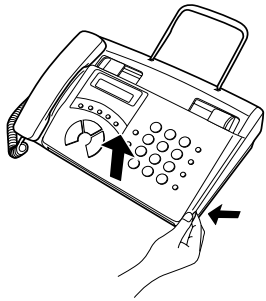
Important: In New Zealand, not all standard telephones and answering machines will respond to incoming ringing when connected to the extension socket of the equipment.



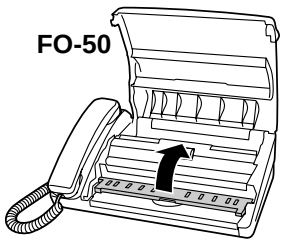
Loading the Thermal Paper

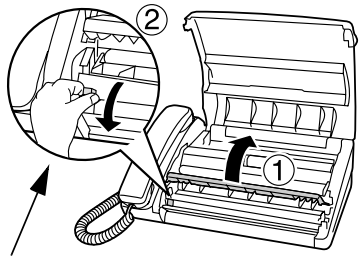

Your fax machine prints incoming faxes on a special kind of paper called thermal paper.
The fax machine's print head creates text and images by applying heat to the thermal paper.

1 Grasp the finger hold as shown and pull up to open the operation panel.



2 Flip up the front paper guide.

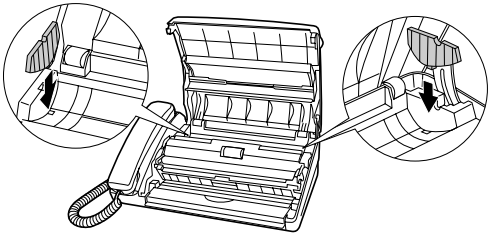




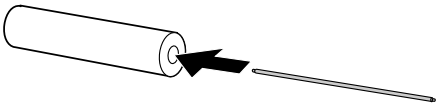
Press the knob to make sure the front side of the metal guide is down.

3 If you are loading A4 size paper, place the paper roll shims on each side of the paper compartment.

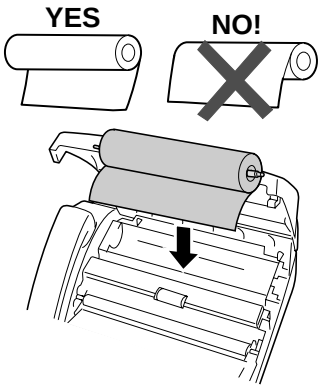
- The ribbed side of the shims should face inwards (toward each other).



4 Unwrap the roll of thermal paper and insert the paper shaft.

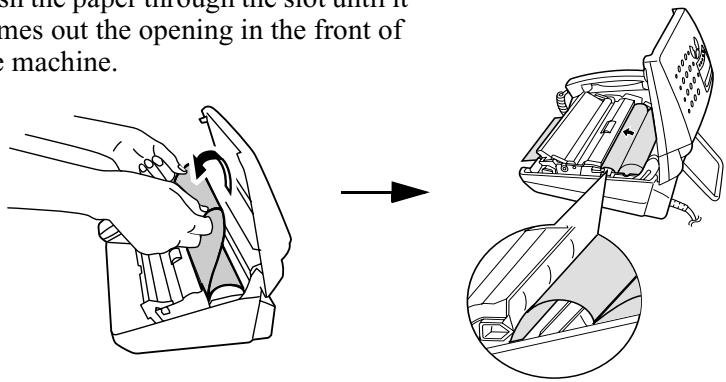


5 Place the roll of thermal paper in the compartment, making sure the ends of the rod fit into the notches on each side of the compartment.



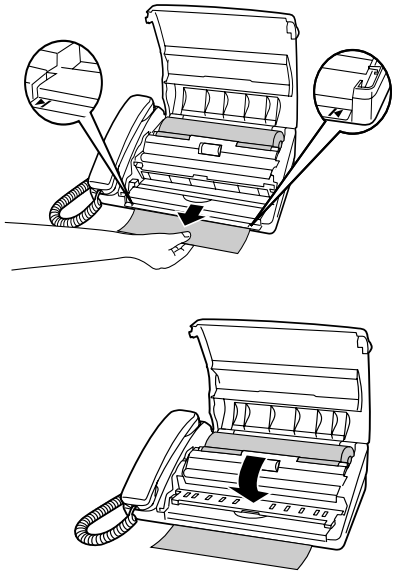
♦ **Important:** The roll must be placed so that the leading edge of the paper unrolls as shown. (The paper is only coated on one side for printing. If the roll is placed backwards, the paper will come out blank after printing.)

6 Insert the leading edge of the paper into the slot as shown. Continue to push the paper through the slot until it comes out the opening in the front of the machine.

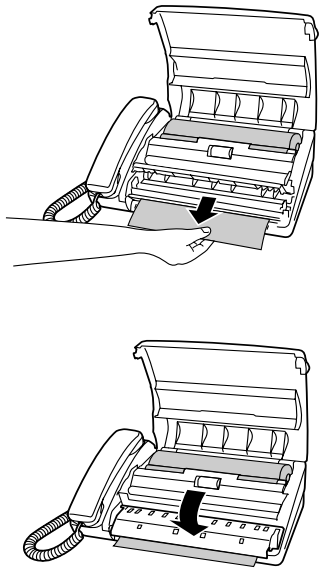


7 Make sure the paper comes out straight, and then flip down the paper guide.

FO-50



FO-70



8 Close the operation panel, making sure it clicks into place.

- **FO-50:** A short length of the paper will feed out. Grasp the paper by the edge and pull upward to tear it off.
- **FO-70:** A short length of the paper will be cut off.

Replacing the thermal paper

When the paper runs out, OUT OF PAPER will appear in the display. Reception and copying will no longer be possible. To replace the paper, first take out the old roll, then load the new roll as described above.

To assure a long life for your fax and obtain the best reproduction quality, we recommend that you use the following Sharp thermal paper, which is available from your dealer or retailer:

FO-20PRw THERMAL PAPER (30 m roll)

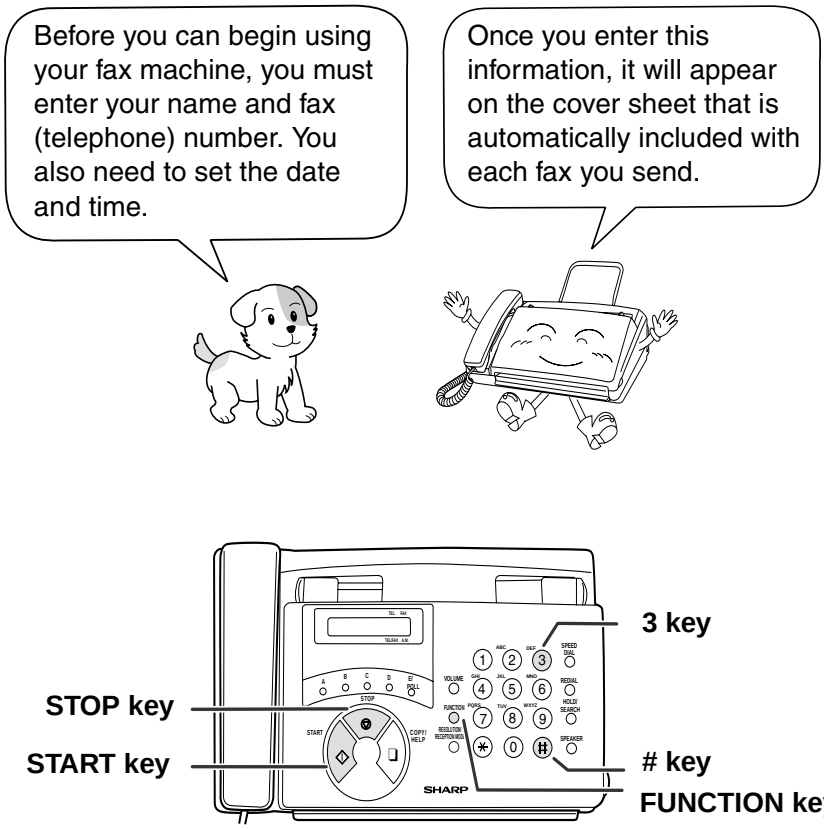
The use of any other paper may result in poor copy quality and excessive build-up of residue on the head.

Handling thermal paper

Do not unpack the paper until you are ready to use it. It may become discoloured if:

- ♦ It is stored at high humidity or high temperature.
- ♦ It is exposed to direct sunlight.
- ♦ It comes in contact with glue, thinner, or a freshly copied blueprint.
- ♦ A rubber eraser or adhesive tape is used on it, or it is scratched.

Entering Your Name and Fax Number


Before you can begin using your fax machine, you must enter your name and fax (telephone) number. You also need to set the date and time.
Once you enter this information, it will appear on the cover sheet that is automatically included with each fax you send.
3 key
STOP key
START key
key
FUNCTION key
SHARP

---

1 Press these keys:

FUNCTION 3

The display will show:

ENTRY MODE

2 Press the # key twice.

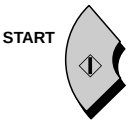
The display will show:

OWN NUMBER SET

3 Press the **START** key.

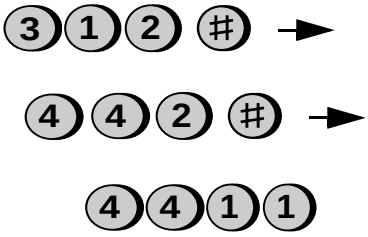
The display will show:

ENTER FAX #



4 Enter your fax number by pressing the number keys (max. of 20 digits).

- To insert a space between digits, press the # key.
- If you make a mistake, press the **SPEED DIAL** key to backspace and clear the mistake.



(Example)

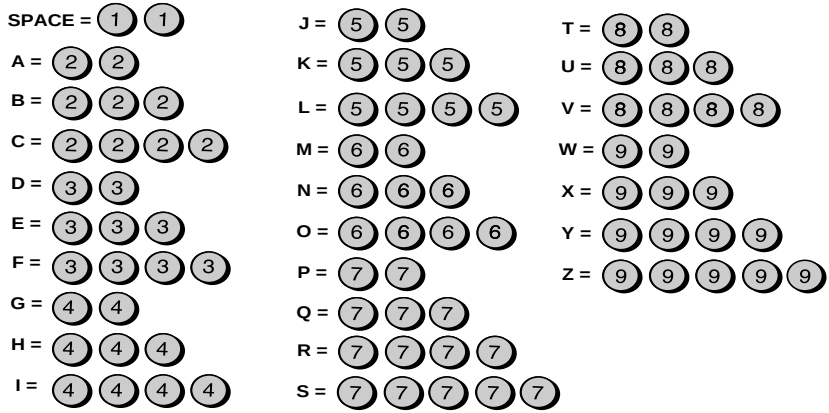
5 Press the **START** key to enter the fax number in memory.

The display will show:

ENTER YOUR NAME

6 Enter your name by pressing number keys for each letter as shown in the chart below. Up to 24 characters can be entered.

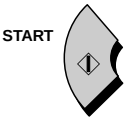
Example: SHARP = 77777 444 22 7777 SPEAKER 77



- To enter two letters in succession that require the same key, press the **SPEAKER** key after entering the first letter.
  (The **SPEAKER** key moves the cursor forward, and the **HOLD/SEARCH** key moves the cursor backward.)
- To clear a mistake, press the **SPEED DIAL** key.
- To change case, press the **REDIAL** key.
- To select one of the following symbols, press the # key or the ✱ key repeatedly:
  . / ! " # $ % & ’ ( ) * + , - : ; < = > ? @ [¥] ^ _ ' { | } → ←

Cursor: A dark square mark in the display that indicates where a number or letter will be entered.

7 Press the **START** key.



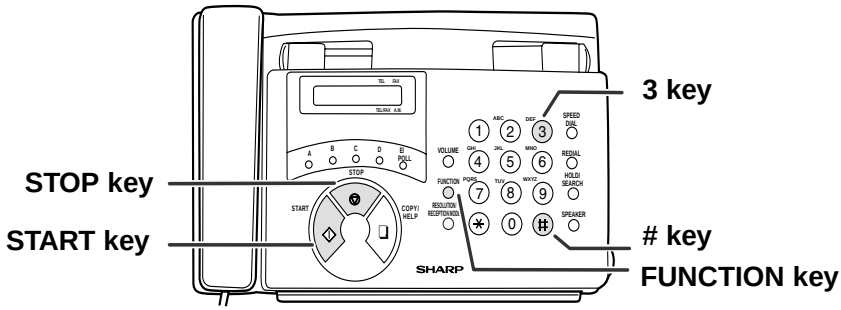
The display will show:

DATE & TIME SET

8 Press the **STOP** key to return to the date and time display.

Setting the Date and Time

Set the date and time by pressing the keys on the operation panel as shown below.



---

1 Press these keys:

The display will show:

ENTRY MODE

---

2 Press these keys:

The display will show:

DATE & TIME SET

3 Press the **START** key.

- The currently set date will appear in the display.

4 Enter a two-digit number for the day (“01” to “31”).

- To correct a mistake, press the **SPEED DIAL** key to move the cursor back to the mistake and then enter the correct number.

0 5

Example: the 5th

5 Enter a two-digit number for the month (“01” for January, “02” for February, “12” for December, etc.).

0 1

Example: January

6 Enter the year (four digits).

2 0 0 0

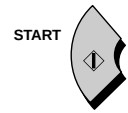
Example: 2000

7 Enter a two-digit number for the hour (“00” to “23”) and a two-digit number for the minute (“00” to “59”).

0 9 2 5

Example: 9:25

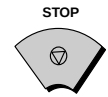
8 Press the **START** key to start the clock.



The display will show:

STORE JUNK #

9 Press the **STOP** key to return to the date and time display.



Note: This fax machine is Year 2000 compliant.

Setting the Reception Mode

Your fax machine has four modes for receiving incoming calls and faxes:

TEL mode:
Select this mode when you want to receive both phone calls and faxes on the fax machine. **All calls, including faxes, must be answered by picking up the fax machine's handset**.

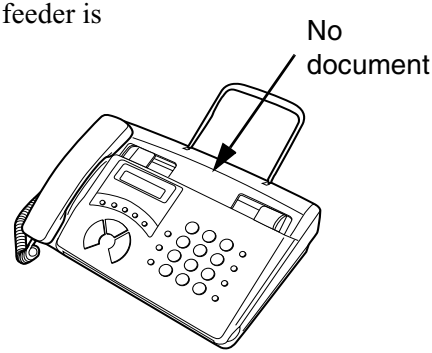
FAX mode:
Select this mode when you only want to receive faxes. The fax machine will automatically answer all calls and receive incoming faxes.

TEL/FAX mode:
This mode is convenient for receiving both faxes and voice calls. When a call comes in, the fax will detect whether it is a voice call (including manually dialled fax transmissions), or an automatically dialled fax. If it is a voice call, the fax will make a special ringing sound to alert you to answer. If it is an automatically dialled fax transmission, reception will begin automatically.

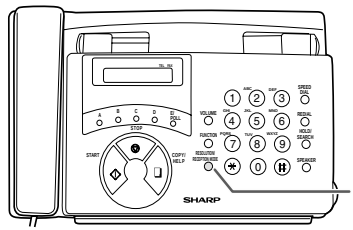
A.M. mode:
Use this mode only if you have connected an answering machine to the fax (see Chapter 6). Select this mode when you go out to receive voice messages in your answering machine and faxes on your fax machine.

Setting the reception mode

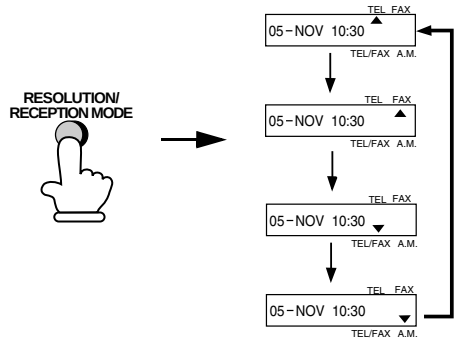
1 Make sure the document feeder is empty.



2 Press the **RESOLUTION/ RECEPTION MODE** key until the arrow in the display points to the desired mode.

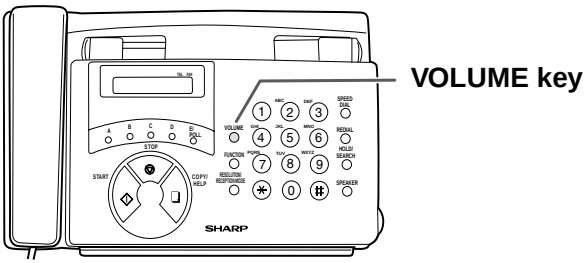


RESOLUTION/ RECEPTION MODE key



Volume Adjustment

You can adjust the volume of the speaker and the ringer using the **VOLUME** key.

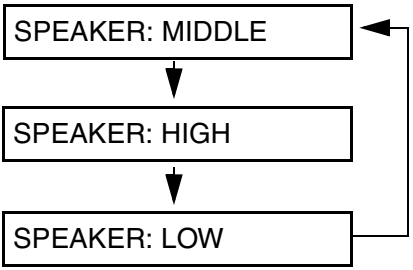


Speaker

1 Press the **SPEAKER** key.

2 Press the **VOLUME** key one or more times to select the desired level.

The display will show:

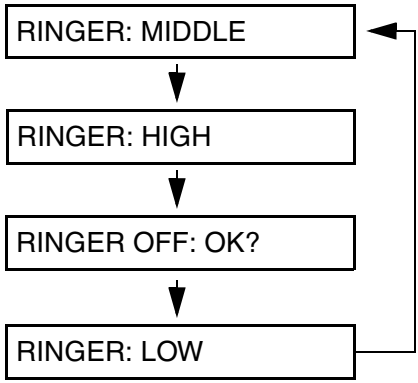


3 Press the **SPEAKER** key once again to turn off the speaker.

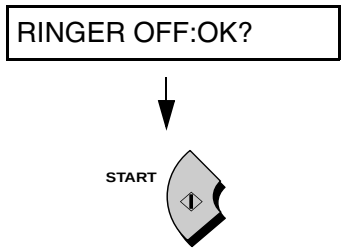
Ringer

1 Press the **VOLUME** key to select the desired volume. (Make sure the **SPEAKER** key has not been pressed and the handset is not lifted.)

The display will show:



2 If you want to turn off the ringer, continue to press the **VOLUME** key until RINGER OFF: OK? appears in the display, and then press the **START** key.



Silent ring fax detection system
You can also set your fax machine to receive faxes silently, but ring to alert you to a voice call. To do so, set the ringer volume to OFF and set the reception mode to TEL/FAX. When a voice call comes in, a special ringer on the fax will ring. Note that extension telephones will not ring.

Note: During initial ringing before the fax picks up the call, the fax will be silent but extension telephones will ring.

2. Sending Documents

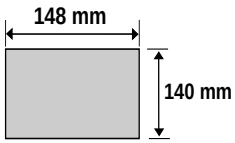
Transmittable Documents

Size and weight

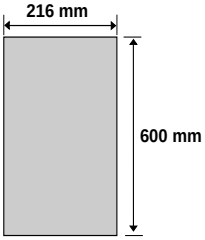
The size and weight of documents that you can load in the document feeder depend on whether you load one page at a time or several pages at once.

Loading one page at a time:

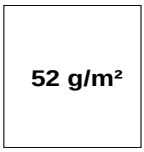
Minimum size



Maximum size



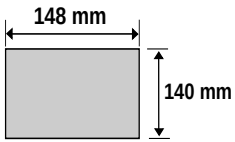
Minimum weight



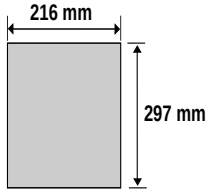
Maximum weight

Loading several pages at once:

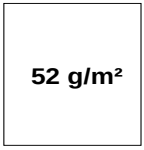
Minimum size



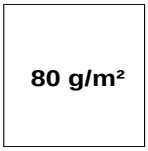
Maximum size



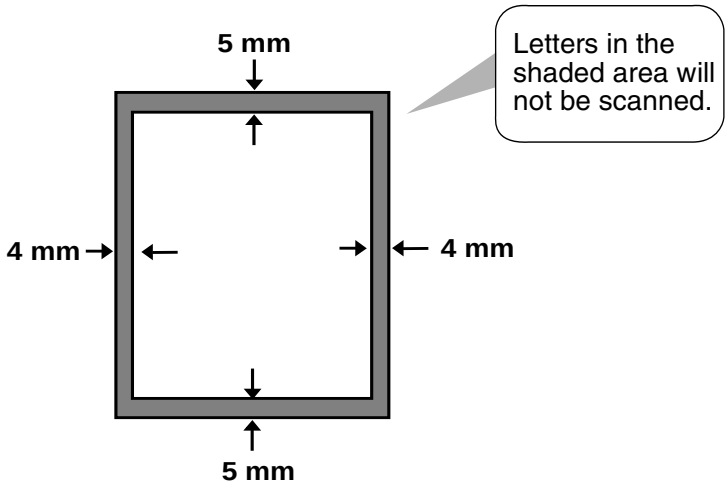
Minimum weight



Maximum weight



Note: Letters or graphics on the edges of a document will not be scanned.



Other restrictions

- The scanner cannot recognise yellow, greenish yellow, or light blue ink.
- Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder.
- All clips, staples, and pins must be removed from documents before loading in the feeder. If these are not removed, they may damage the machine.
- Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, easily smudged, or have a slippery coated surface should be photocopied, and the copy loaded in the feeder.

Loading the Document

Up to 5 pages can be placed in the feeder at one time. The pages will automatically feed into the machine starting from the bottom page.

- ♦ If you need to send or copy more than 5 pages, place the additional pages gently and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- ♦ If your document consists of several large or thick pages which must be loaded one at a time, insert each page into the feeder as the previous page is being scanned. Insert gently to prevent double-feeding.

---

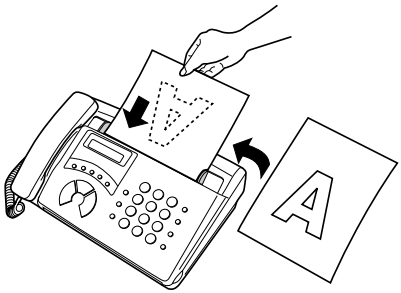
1 Adjust the document guides to the width of your document.

---

2 Place the document face down and push it gently into the document feeder. The top edge of the document should enter the machine first.

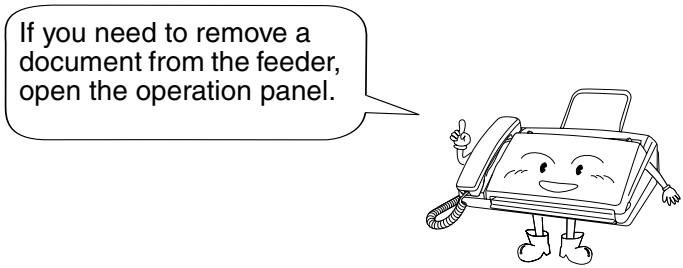
- The feeder will draw the leading edge of the document into the machine. The display will show:

READY TO SEND



3 Adjust the resolution and/or contrast settings (if desired) as explained in the section *Resolution and Contrast*, then dial the receiving machine as explained in *Sending a Fax by Normal Dialling*.

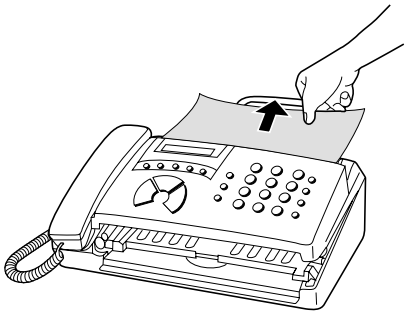
Removing a document from the feeder



Important!
Do not try to remove a document without opening the operation panel. This may damage the feeder mechanism.

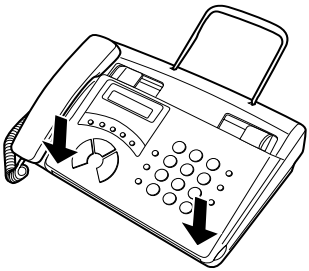
1 Grasp the finger hold and pull up to open the operation panel.

2 Remove the document.



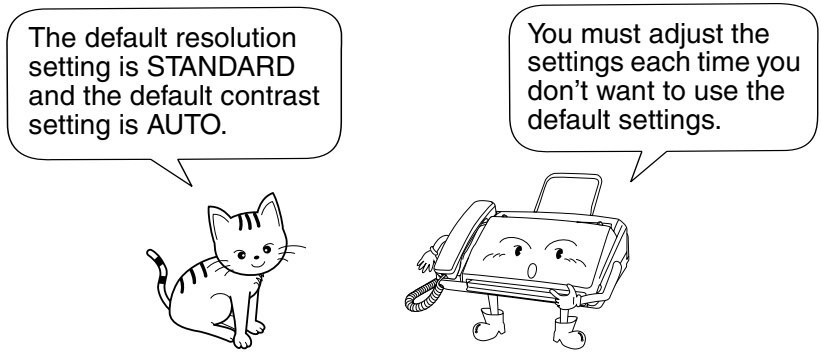
3 Close the operation panel.

- Press down on both front corners of the panel to make sure it clicks into place.



Adjusting the Resolution and Contrast

If desired, you can adjust the resolution and contrast before sending a document.


The default resolution setting is STANDARD and the default contrast setting is AUTO.
You must adjust the settings each time you don't want to use the default settings.

Note: The resolution and contrast settings are only effective for sending a document. They are not effective for receiving a document.

Resolution settings

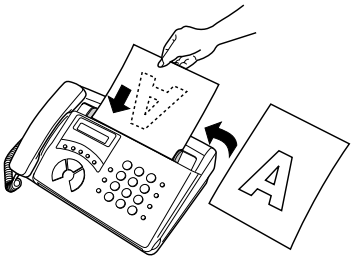
STANDARD	Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.
FINE	Use FINE for documents containing small letters or fine drawings.
SUPER FINE	Use SUPER FINE for documents containing very small letters or very fine drawings.
HALF TONE	Use HALF TONE for photographs and illustrations. The original will be reproduced in 64 shades of gray.

Contrast settings

AUTO	Use AUTO for normal documents.
DARK	Use DARK for faint documents.

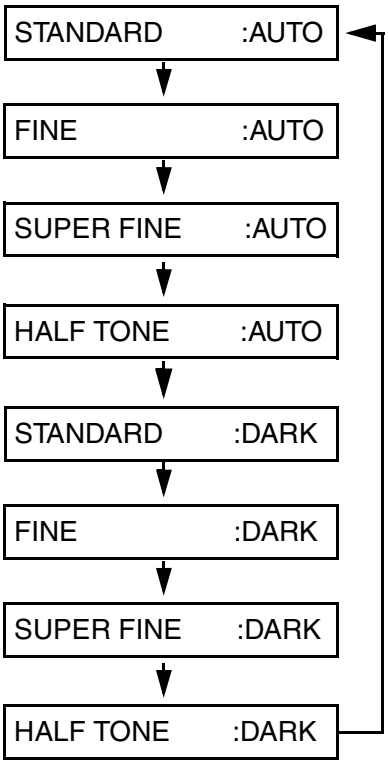
1 Load the document(s).

- The document must be loaded before the resolution and contrast can be adjusted.



2 Press the **RESOLUTION/ RECEPTION MODE** key one or more times until the desired resolution and contrast settings appear in the display.

- The first time you move through the list of resolution settings, the contrast setting AUTO will appear next to each resolution setting. The second time you move through the list, the contrast setting DARK will appear.



Note: In order to transmit in SUPER FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, your machine will automatically step down to the next best available setting.

Sending a Fax by Normal Dialing

With Normal Dialling, you pick up the handset (or press the **SPEAKER** key) and dial by pressing the number keys.

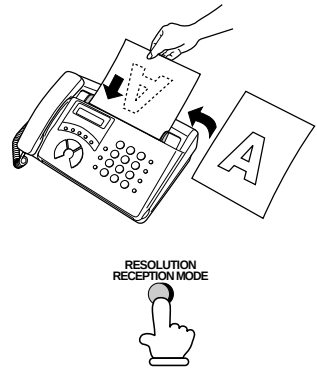
- ♦ If a person answers, you can talk with them through the handset before sending the fax. (If you pressed the **SPEAKER** key, you must pick up the handset to talk.)
- ♦ Normal Dialling allows you to listen to the line and make sure the other fax machine is responding.

---

1 Load the document(s).

The display will show:

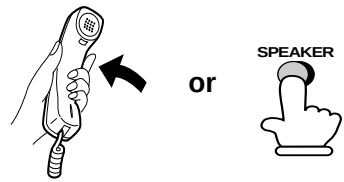
READY TO SEND



- Set the resolution and/or contrast if desired.

---

2 Pick up the handset or press the **SPEAKER** key. Listen for the dial tone.

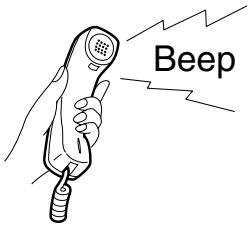


---

3 Dial the number of the receiving machine by pressing the number keys.

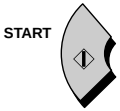
(Example)

4 Wait for the connection. Depending on the setting of the receiving machine, you will either hear a facsimile reception tone or the other person will answer.



- If the other party answers, ask them to press their Start key (if you pressed the **SPEAKER** key, pick up the handset to speak with them). This causes the receiving machine to issue a reception tone.

5 When you hear the reception tone, press the **START** key. Replace the handset if you used it.



- When transmission is completed, the fax will beep once.

Using the REDIAL key

You can press the **REDIAL** key to redial the last number dialled. To send a document, press the **START** key when you hear the fax tone after the connection is made. Note that the speaker is automatically activated when you press the **REDIAL** key.

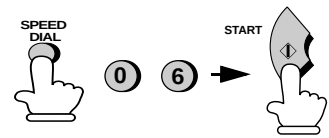
Sending a Fax by Automatic Dialling

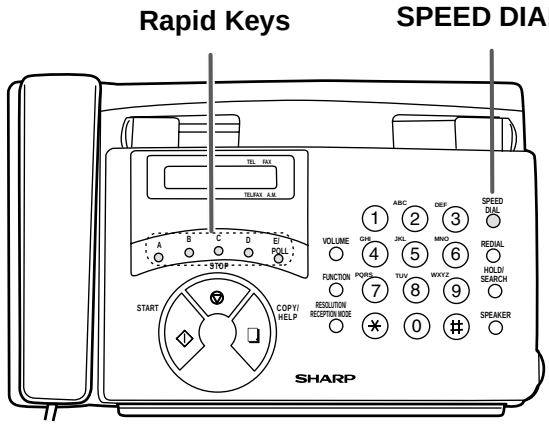
You can dial a fax or telephone number by simply pressing a Rapid Key, or by pressing the **SPEED DIAL** key and entering a two-digit number.

- To use Automatic Dialling, you must first store the full fax or telephone number in your fax machine.
- When you store a fax or telephone number, you select a two-digit Speed Dial number for it. Forty Speed Dial numbers are available.

Speed Dial numbers 01 through 05 are for Rapid Key (one-touch) Dialling.

Speed Dial numbers 06 through 40 are for dialling with the **SPEED DIAL** key.





Storing fax and telephone numbers for Automatic Dialling

1 Press these keys:

FUNCTION 3 #

The display will alternately show:

FAX/TEL # MODE
1=SET,2=CLEAR

2 Press the **1** key to select SET.

1

The display will alternately show:

FAX/TEL # SET
ENTER SPEED #

3 Enter a two-digit Speed Dial number by pressing the number keys (01 to 05 for Rapid Key Dialling, 06 to 40 for Speed Dialling).

0 1

(Example)

4 Enter the fax or voice number by pressing the number keys. (Note: A space cannot be entered.)

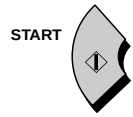
2 3 2 4 5 6 7

(Example)

- To clear a mistake, press the **SPEED DIAL** key.

♦ If a pause is required between any of the digits to access a special service or an outside line, press the **REDIAL** key. The pause will appear as a hyphen. Several pauses can be entered in a row.

5 Press the **START** key.



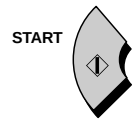
6 Enter the name of the party by pressing the number keys as shown below. (If you don't want to enter a name, go directly to Step 7.)

SPACE = 1 1
A = 2 2
B = 2 2 2
C = 2 2 2 2
D = 3 3
E = 3 3 3
F = 3 3 3 3
G = 4 4
H = 4 4 4
I = 4 4 4 4
J = 5 5
K = 5 5 5
L = 5 5 5 5
M = 6 6
N = 6 6 6
O = 6 6 6 6
P = 7 7
Q = 7 7 7
R = 7 7 7 7
S = 7 7 7 7 7
T = 8 8
U = 8 8 8
V = 8 8 8 8
W = 9 9
X = 9 9 9
Y = 9 9 9 9
Z = 9 9 9 9 9

Example: SHARP = 77777 444 22 7777 SPEAKER 77

- To clear a mistake, press the **SPEED DIAL** key.
- To enter two letters in succession that require the same key, press the **SPEAKER** key after entering the first letter.

7 Press the **START** key.



8 Return to Step 3 to store another number, or press the **STOP** key to return to the date and time display.

Step 3 or

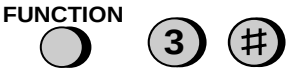
Chain Dialling for area and access codes

You can also store an area code or access code in a Rapid Key or Speed Dial number. To use this number to dial, see *Chain Dialling* in Chapter 5, *Making Telephone Calls*.

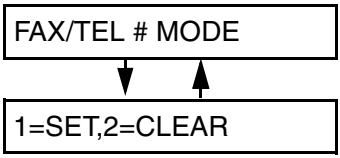
Note: An area code or access code stored in a Rapid Key or Speed Dial number can only be used if the handset is lifted or the **SPEAKER** key is pressed before dialling.

Clearing auto-dial numbers

1 Press these keys:



The display will show:

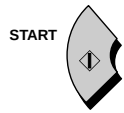


2 Press **2** to select CLEAR.

3 Enter the Speed Dial number that you want to clear by pressing the number keys.

(Example)

4 Press the **START** key.



5 Return to Step 3 to clear another number, or press the **STOP** key to return to the date and time display.

Step 3 or

Making changes

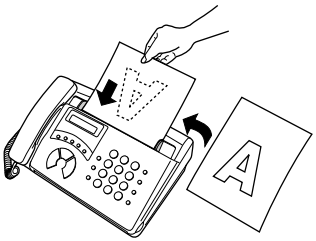
To make changes in a number previously stored, repeat the programming procedure. Select the Rapid Key or Speed Dial number for which you want to make changes in Step 3, and then change the number and/or name when they appear in the display in Steps 4 and 6.

Note: The fax machine uses a lithium battery to keep automatic dialling numbers and other programmed data in memory when the power is turned off. Battery power is consumed primarily when the power is off. With the power kept continuously off, the life of the battery is about 5 years. If the battery dies, have your dealer or retailer replace it. Do not try to replace it yourself.

Rapid Key Dialling

If the number you want to dial has been stored for Automatic Dialling as a Speed Dial number from 01 to 05, you can dial it by pressing the corresponding Rapid Key.

1 Load the document(s).



The display will show:

READY TO SEND

- Set the resolution and/or contrast if desired.

2 Press the Rapid Key for the desired Speed Dial number as follows:

Speed Dial 01: Rapid Key A
Speed Dial 02: Rapid Key B
Speed Dial 03: Rapid Key C
Speed Dial 04: Rapid Key D
Speed Dial 05: Rapid Key E

Example: To dial Speed Dial number 01, press Rapid Key A.

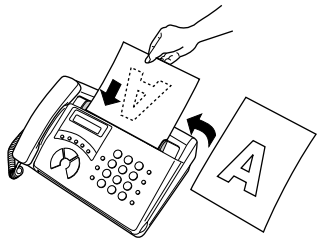
- The name of the receiving party will appear in the display. If no name was stored, the fax number will appear. (If the name or number is incorrect, press the **STOP** key.)
- The document will be automatically transmitted once the connection is established.

Speed Dialling

Speed Dialling can be used to dial any number that has been stored for Automatic Dialling.

---

1 Load the document(s).



The display will show:

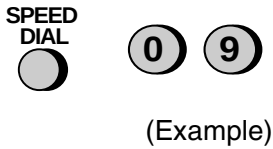
READY TO SEND

- Set the resolution and/or contrast if desired.

---

2 Press the **SPEED DIAL** key and then enter the Speed Dial number by pressing the numeric keys.

- To enter numbers 1 through 9, first enter 0 and then the number.



(Example)

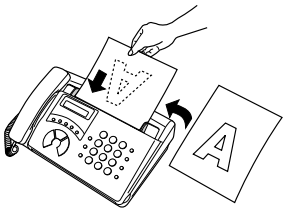
---

3 Check the display. If the name or number shown is correct, press the **START** key. (If not, press the **STOP** key and then repeat Step 2.)

Direct Keypad Dialling

You can also enter a full number with the number keys and then press the **START** key to begin dialling. You can use this method to dial a full number when you don't need to speak to the other party before faxing.

1 Load the document(s).



The display will show:

READY TO SEND

- Set the resolution and/or contrast if desired.

2 Enter the number of the receiving machine by pressing the numeric keys.

(Example)

- If a pause is required between any of the digits to access a special service or an outside line, press the **REDIAL** key. The pause will appear as a hyphen. Several pauses can be entered in a row.

3 Check the display. If the number of the receiving machine shown is correct, press the **START** key.

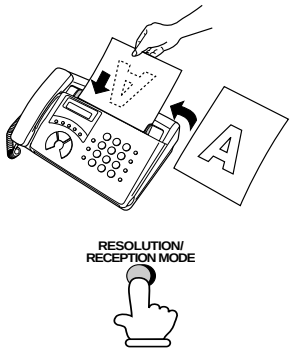
- If it is not correct, press the **STOP** key to backspace and clear one digit at a time, and then re-enter the correct digit(s).

Searching for an auto-dial number

If you don't remember the Rapid Key or Speed Dial number in which you have programmed a particular fax number, you can search for the number by following the steps below. Once you have found the number, you can dial and transmit the loaded document by simply pressing the **START** key.

---

1 Load the document(s).



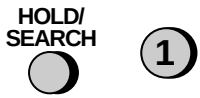
The display will show:

```
READY TO SEND
```

- Set the resolution and/or contrast if desired.

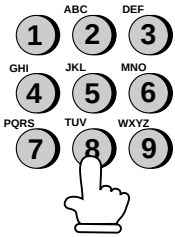
---

2 Press the **HOLD/SEARCH** key and then the **1** key.



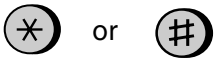
---

3 Enter the first letter of the stored name by pressing the appropriate number key (the key below the marked letter) one or more times until the letter appears in the display. If the name begins with a special character or number, press **1**.



- ♦ If you don't remember the first letter, go to Step 4 (you will scroll through the list from the beginning).
- ♦ If a name wasn't stored for the number, press **0**. This will cause numbers, not names, to appear when you scroll.

4 Press the # key or the ✱ key to scroll through the names (numbers if you pressed **0**). Stop when the desired name appears in the display.



- If no names have been stored that begin with the entered letter, you will scroll from the next name, in alphabetical order, in the list. If no names/numbers have been stored at all, NO DATA will appear.

5 Press the **START** key. The document will be automatically transmitted once the connection is established.

Automatic redialling

If you use automatic dialling (including Direct Keypad Dialling) and the line is busy, the fax machine will automatically redial the number. The fax machine will make 2 redialling attempts at an interval of 5 minutes.

♦ To stop automatic redialling, press the **STOP** key.

Transaction Report

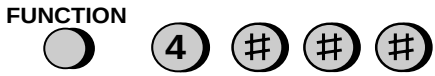
The Transaction Report is printed automatically after you send or receive a fax to allow you to check whether the transaction was successful.

Your fax machine is set at the factory to print the report only when an error occurs. To change the condition under which the report is printed, follow the steps below.

- The Transaction Report cannot be printed on demand.

---

1 Press these keys:



The display will show:

TRANSACTION LIST

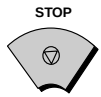
---

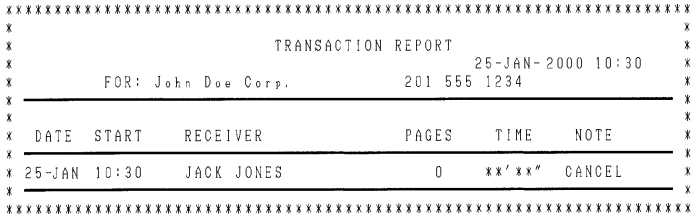
2 Press a number from **1** to **4** to select the condition for printing.

1	ALWAYS PRINT	A report will be printed after each transmission, reception, or error.
2	ERROR PRINT	A report will be printed only when an error occurs.
3	SEND ONLY	A report will be printed after each transmission.
4	NEVER PRINT	A report will never be printed.

---

3 Press the **STOP** key to return to the date and time display.





TRANSACTION REPORT

25-JAN-2000 10:30

FOR: John Doe Corp. 201 555 1234

DATE	START	RECEIVER	PAGES	TIME	NOTE
25-JAN	10:30	JACK JONES	0	**'**	CANCEL

Explanation of headings

SENDER/ RECEIVER The fax number of the other machine involved in the transaction. If this machine does not have an ID function, the communication mode will appear (for example, "G3").

PAGES Number of pages transmitted or received.

NOTE **OK** - Transmission/reception was normal.

P.FAIL - A power failure occurred. If you have power and the problem persists, try a different outlet. If necessary, have an electrician check your power lines.

JAM - A problem with the paper or original document occurred. Make sure the paper or document is loaded properly. Make sure the operation panel is shut securely.

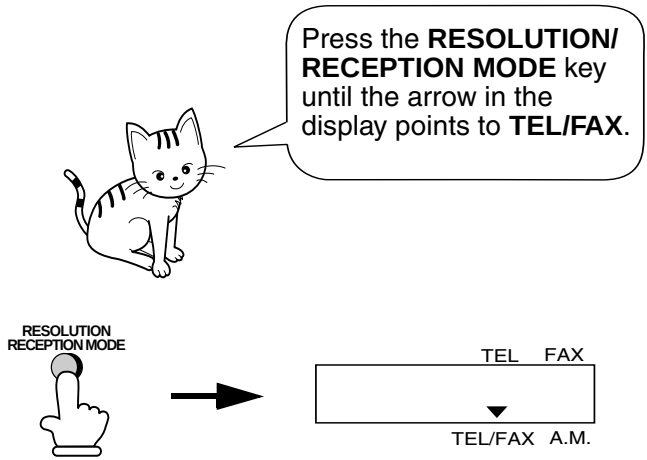
NO PAPER - You ran out of paper during reception.

COM.E-0 to **COM.E-7** - A telephone line error prevented the transaction. See *Line Error* in Chapter 10.

CANCEL - Transmission was cancelled because the **STOP** key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax does not have. If you were attempting to fax, make sure a document is in the feeder. If you were receiving, contact the faxing party to see how they are trying to send to you.

3. Receiving Documents

Using TEL/FAX Mode

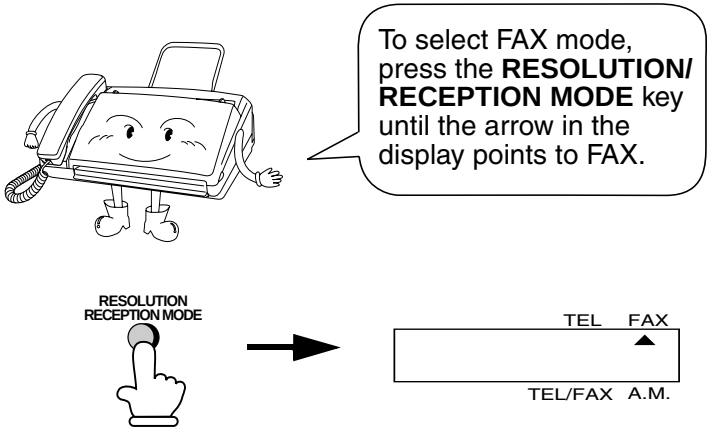

Press the **RESOLUTION/ RECEPTION MODE** key until the arrow in the display points to **TEL/FAX**.
RESOLUTION
RECEPTION MODE
TEL FAX
TEL/FAX A.M.

When the reception mode is set to TEL/FAX, your fax machine automatically answers all calls on two rings. After answering, your fax monitors the line for about five seconds to see if a fax tone is being sent.

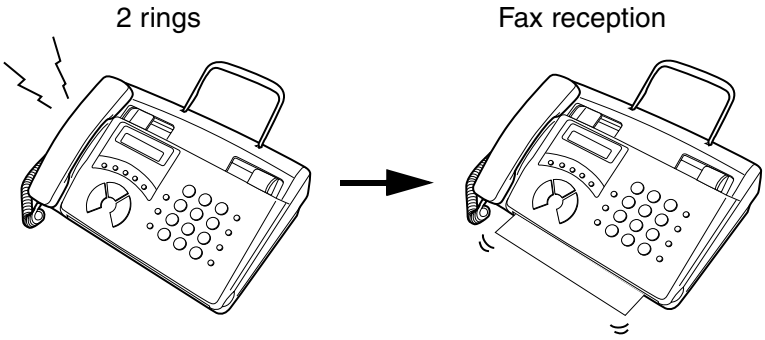
- If your fax machine detects a fax tone (this means that the call is an automatically dialled fax), it will automatically begin reception of the incoming document.
- If your fax machine doesn't detect a fax tone (this means that the call is a voice call or manually dialled fax), it will make a ringing sound (called pseudo ringing) for 30 seconds to alert you to answer. If you don't answer within this time, your fax will send a fax tone to the other machine to allow the calling party to send a fax manually if they desire.

Note: Only the fax will alert you to voice calls or manually dialled faxes by pseudo ringing. An extension phone connected to the same line will not ring after the connection has been made.

Using FAX Mode


To select FAX mode, press the **RESOLUTION/ RECEPTION MODE** key until the arrow in the display points to FAX.
RESOLUTION
RECEPTION MODE
TEL FAX
TEL/FAX A.M.

When the reception mode is set to FAX, the fax machine will automatically answer all calls on two rings and receive incoming faxes.



- If you pick up the handset before the machine answers, you can talk to the other party and/or receive a document as explained in *Using TEL mode*.

Changing the number of rings

If desired, you can change the number of rings on which the fax machine answers incoming calls in FAX and FAX/TEL modes. Any number from 2 to 4 can be selected.

---

1 Press these keys:

The display will show:

NUMBER OF RINGS
ENTER (2-4) (2)

---

2 Enter the desired number of rings (any number from **2** to **4)**.

Example: 3 rings

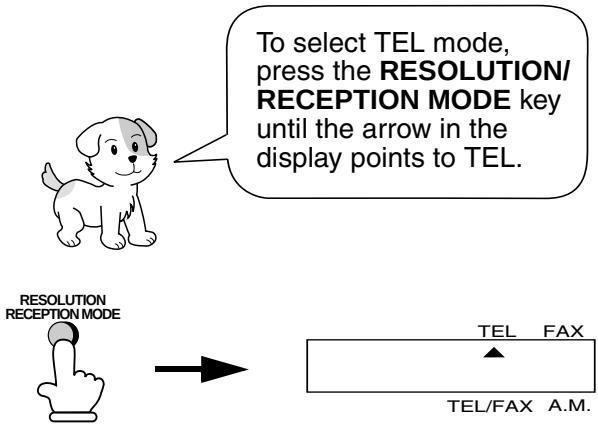
The display will show:

TEL/FAX REMOTE #

---

3 Press the **STOP** key to return to the date and time display.

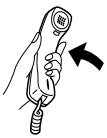
Using TEL Reception Mode


To select TEL mode, press the **RESOLUTION/ RECEPTION MODE** key until the arrow in the display points to TEL.
RESOLUTION
RECEPTION MODE
TEL FAX
TEL/FAX A.M.

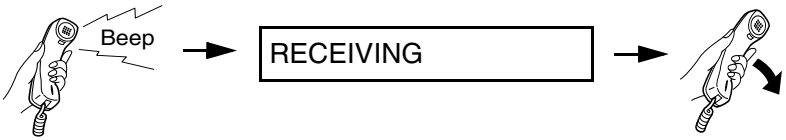
When the reception mode is set to TEL, you must answer all calls by picking up the fax machine's handset or an extension phone connected to the same line.

Answering with the fax's handset

1 When the fax machine rings, pick up the handset.



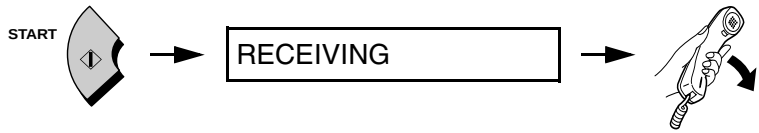
2 If you hear a fax tone, wait until the display shows RECEIVING and then replace the handset.



Note: If you have set the Fax Signal Receive setting to NO, press the **START** key to begin reception.

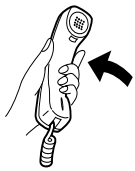
3 If the other party first speaks with you and then wants to send a fax, press the **START** key after speaking. (Press your **START** key before the sender presses their Start key.)

- When RECEIVING appears in the display, hang up.

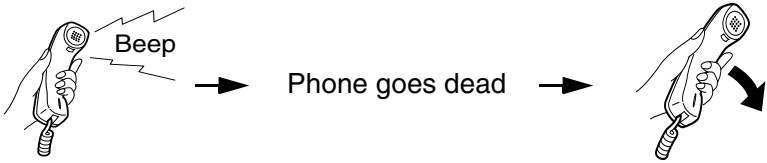


Answering with an extension phone

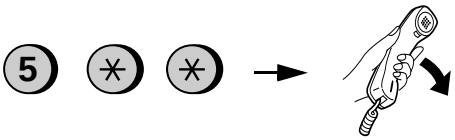
1 Answer the extension phone when it rings.



2 If you hear a soft fax tone, wait until your fax responds (the extension phone will go dead), then hang up.



3 If the fax doesn't respond, or if the other party first talks to you and then wants to send a fax, press **5**, ✱, and ✱ on the extension phone (only on a tone dial phone). This signals the fax to begin reception. Hang up.



Comments:

- Your fax will not accept the signal to begin reception (**5✱✱**) if a document is loaded in its feeder.
- If you have set the Fax Signal Receive setting to NO, press **5**, ✱, and ✱ on the extension phone to begin reception.
- In New Zealand, not all standard telephones and answering machines will respond to incoming ringing when connected to the socket of the equipment.

Changing the number for remote fax activation

If desired, you can use a number other than **5** to activate fax reception from an extension telephone. You can select any number from **0** to **9**.

1 Press these keys:

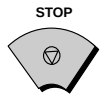
The display will show:

TEL/FAX REMOTE #

2 Press a number from **0** to **9** .

(Example)

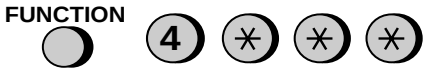
3 Press the **STOP** key to return to the date and time display.



Fax Signal Receive

Your fax will automatically begin reception if you hear a high-pitched fax tone after answering a call on your fax or an extension phone. If you use a computer fax modem to send documents on the same line, you must turn this function off in order to prevent your fax from mistakenly attempting to receive documents from the computer fax modem. Follow the steps below to change the setting.

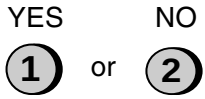
1 Press these keys:



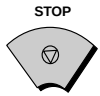
The display will show:

FAX SIGNAL RX

2 Press **1** to turn on the function, or **2** to turn it off.



3 Press the **STOP** key to return to the date and time display.



4. Making Copies

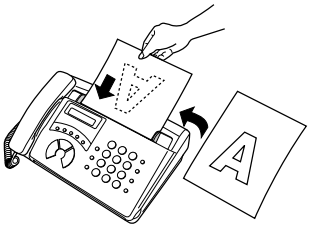
Your fax machine can also be used to make copies.

- ♦ You can use this function to make a sample copy of a document before faxing to see if the resolution or contrast needs adjustment.

1 Load the document.

The display will show:

READY TO SEND



- If desired, adjust the resolution and/or contrast.

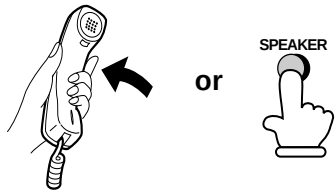
2 Press the **COPY/HELP** key.

5. Making Telephone Calls

Your fax machine can be used like a regular telephone to make and receive voice calls.

♦ To make or receive a voice call, the power must be on.

1 Pick up the handset or press the **SPEAKER** key. Listen for the dial tone.



2 Dial the number using one of the following methods:

- **Normal Dialling:** Enter the full telephone number with the numeric keys.
- **Rapid Key Dialling:** Press the appropriate Rapid Key.
- **Speed Dialling:** Press the **SPEED DIAL** key, and enter the 2-digit Speed Dial number with the numeric keys.

Example: Press Rapid Key A

3 Speak with the other party when they answer.

- If you pressed the **SPEAKER** key, pick up the handset to talk.

Comments:

- While the handset of the fax is lifted (off hook), an extension phone connected directly to the fax cannot be used to speak with the other party.
- The fax may interrupt a voice call received on an extension phone if the reception mode is set to A.M. and there is a period of silence during the conversation. If you are on a tone dial phone, you can prevent this by pressing any three keys on the phone immediately after you answer. (Note: Do not enter the code to activate fax reception: 5, ✱, ✱.)

Chain Dialling

After lifting the handset, you can dial any combination of Normal Dialling, Rapid Key Dialling and Speed Dialling numbers. For example, if you have stored an area code or an access code for a special service in a Rapid Key, you can press the Rapid Key for that area code or access code, then dial the remainder of the number by pressing a Rapid Key, pressing number keys, or pressing the **SPEED DIAL** key and entering a two-digit Speed Dial number.

Searching for an auto-dial number

You can use the **HOLD/SEARCH** key to search for a Rapid Key or Speed Dial number. First search for the number as described in *Searching for an auto-dial number* in *Sending a Fax by Automatic Dialling* in Chapter 2, then pick up the handset or press the **SPEAKER** key. The number will be dialled automatically (do not press the **START** key).

Redial

The last number dialled can be redialled by pressing the **REDIAL** key (it is not necessary to pick up the handset or press the **SPEAKER** key). When the other party answers, pick up the handset to talk.

Hold

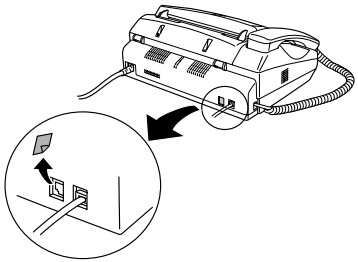
You can put the other party on hold during a conversation by pressing the **HOLD/SEARCH** key. When this is done, they cannot hear you. You can put the handset back in the cradle without breaking the connection. When you are ready to speak with them again, pick up the handset. If you did not put the handset back in the cradle, press the **HOLD/SEARCH** key again to resume conversation.

6. Answering Machine Connection

Connecting an Answering Machine

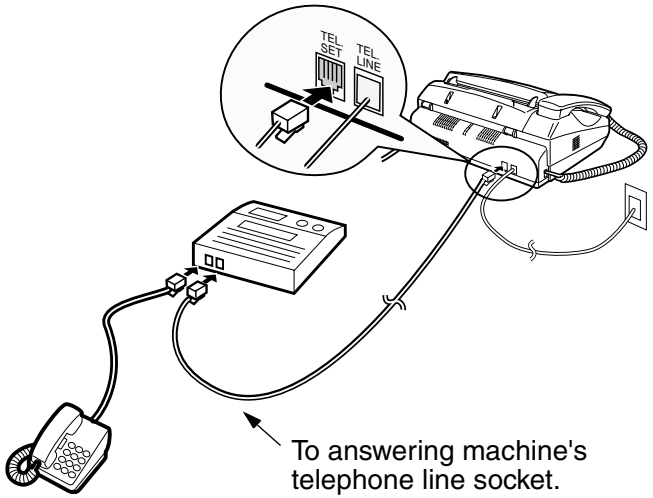
If desired, you can connect an answering machine to your fax machine's **TEL. SET** socket. This will allow you to receive both voice messages and faxes when you are out.

1 Remove the seal covering the **TEL. SET** socket.



2 Connect the answering machine's telephone line socket to the **TEL. SET** socket.

- If desired, you can connect an extension phone to your answering machine's extension phone socket.



Note: When FaxAbility or Fax Duet (distinctive ring) is used, the answering machine may be connected to any extension of the same line.

Important: In New Zealand, not all standard telephones and answering machines will respond to incoming ringing when connected to the extension socket of the equipment.

Changing the outgoing message

The outgoing message (OGM) of your answering machine should be changed to inform callers who want to send a fax to press their Start key. For example, your message might go as follows:

"Hello. You've reached the ABC company. No one is available to take your call right now. Please leave a message after the beep or press your facsimile Start key to send a fax. Thank you for calling."

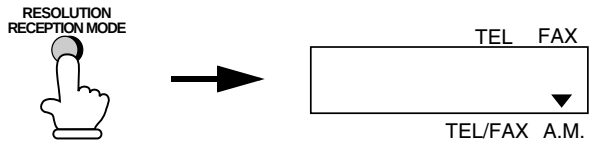
- Try to keep the length of the message under 10 seconds. If it is too long, you may have difficulty receiving faxes sent by automatic dialing.
- If your outgoing message must be longer than 10 seconds, leave a pause of about four seconds at the beginning of the message. This will give your fax a chance to detect fax tones sent when automatic dialing is used.

Activating the answering machine connection

Before you go out, activate the answering machine connection as follows:

---

1 Set the reception mode to A.M.



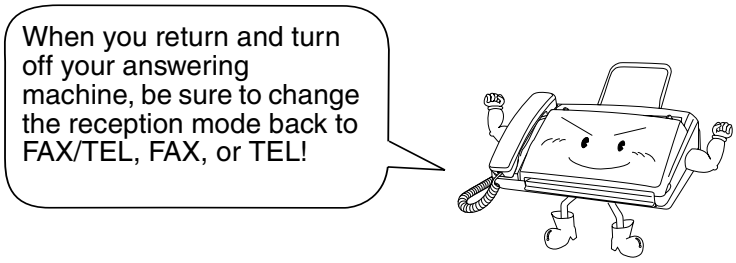
2 Set your answering machine to auto answer.

- Your answering machine must be set to answer on a maximum of two rings. If not, you may not be able to receive faxes sent by automatic dialling.
- If your answering machine has a toll saver function, make sure that it will answer by the fourth ring.

Note: If your answering machine has a remote retrieval function, make sure the code used to activate remote retrieval is different from the code used to activate fax reception with an extension telephone (see Chapter 3, Receiving Documents). If they are the same, entering the code from an outside telephone to retrieve messages will cause the fax machine to be activated.

How the connection operates

While you are out, all of your incoming calls will be answered by your answering machine and its outgoing message will play. Voice callers can leave a message. During this time, your fax will quietly monitor the line. If your fax detects a fax tone or a duration of silence greater than four seconds, it will take over the line and begin reception.



Optional A.M. Mode Settings

If necessary, you can use the following settings to improve the response of the answering machine connection to incoming calls.

Quiet Detect Time

This function causes the fax machine to take over the line and begin reception if a certain duration of silence is detected after the answering machine answers.

Time selections for the period of silence are 1 to 10 seconds. Quiet Detect Time has been set to 4 seconds at the factory. This gives the best performance with most answering machines; however, you may need to adjust this setting depending on the disconnect time of your answering machine.

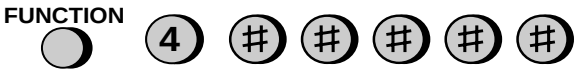
Some answering machines may have unusually fast disconnect times (equal to or very slightly less than 4 seconds), which means that the answering machine may disconnect the line before fax reception can begin. In this case, try a Quiet Detect Time setting of about 3 seconds.

If the fax machine is interrupting callers before they can leave a message, try a longer Quiet Detect Time setting. If your outgoing message includes a period of silence, make sure that the setting is longer than that period of silence, or re-record your outgoing message to shorten the silence.

Note: Quiet Detect Time can be turned off by entering "00" for the time. Note, however, that the fax machine will not be able to receive faxes sent manually by Normal Dialling.

To change the setting, follow the steps below.

1 Press these keys:



The display will show:

QUIET DETECT TM.

2 Enter a number from **01** to **10**, or enter **00** to turn off the function.

(Example)

3 Press the **STOP** key to return to the date and time display.

Fax when Answering machine Fails

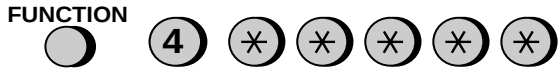
When this function is turned on, your fax will answer the call after 5 rings if the answering machine for some reason fails to answer before that time. This ensures that you will receive fax messages even if the answering machine's tape fills up or the answering machine is not turned on.

This function has been turned off at the factory. If you want to turn it on, follow the steps below:

Note: When this function is turned on, make sure that the answering machine is set to answer on 4 rings or less. If it isn't, the fax will always answer first, preventing callers from leaving voice messages.

---

1 Press these keys:

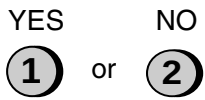


The display will show:

FAX RX A.M. FAILS

---

2 Press **1** to turn on the function, or **2** to turn it off.



---

3 Press the **STOP** key to return to the date and time display.

Quiet Detect Start Time

This setting can be used to delay the start of the Quiet Detect Time function. For example, if you want to insert a pause at the begining of your answering machine's outgoing message to ensure clear detection of fax signals, you can use this setting to delay the start of silence detection so that the pause will not cause the fax to take over the line.

Quiet Detect Start Timing has been set to 5 seconds at the factory. To change the setting, follow the steps below.

As general guide, the delay time should be slightly longer than the pause before the outgoing message.

---

1 Press these keys:

The display will show:

QUIET START TIME

---

2 Press a number from **00** to **15**.

(Example)

---

3 Press the **STOP** key to return to the date and time display.

7. Special Functions

Caller ID (Requires Subscription to Service)

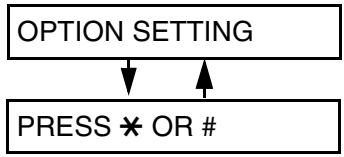
If you subscribe to a caller identification service from your telephone company, you can set your fax machine to display the name and number of the caller while the fax rings.

Important:

- To use this function, you must subscribe to a caller identification service from your telephone company.
- Your fax may not be compatible with some caller identification services.

. **1** Press these keys:

The display will show:



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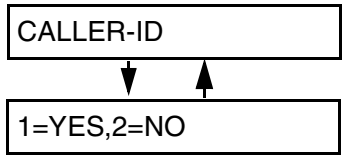
2 Press the ✱ key once.

The display will show:



3 Press **1** to turn on Caller ID, or **2** to turn it off.

YES NO

1 or 2

The display will show:

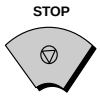
NUMBER OF RINGS

4 Press **1** if you are in Australia or **2** if you are in New Zealand.

AUSTRALIA NEW ZEALAND

1 or 2

5 Press the **STOP** key to return to the date and time display.

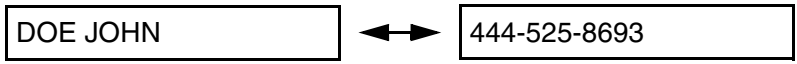


How Caller ID operates

When you receive a call, the name and phone number of the caller will alternately appear in the display, beginning just before the second ring. The information will continue to be displayed until the line is disconnected.

Note: Some caller ID services may not provide the name of the caller. In this case, only the phone number will appear.

Display example



Caller's name Caller's number

Display messages

One of the following messages will appear while the fax rings if caller information is not available.

NO SERVICE	No caller information was received from your telephone company. Make sure that the telephone company has activated your service.
CALLER-ID ERROR	Noise on the telephone line prevented reception of caller information.
OUT OF AREA	The call was made from an area which does not have a caller identification service, or the caller's service is not compatible with that of your local phone company.
PRIVATE CALL	Caller information was not provided by the telephone company at the caller's request.

Viewing the Caller ID list

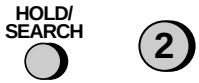
If you subscribe to a Caller ID service and have turned on the Caller ID function, your fax machine will keep information on the most recent 20 calls and faxes you have received. You can view this information, which consists of the name and number of each caller, in the Caller ID List.

- After you have received 20 calls, each new call will delete the oldest call.

Follow the steps below to view the Caller ID List in the display. If desired, you can immediately dial a number when it appears.

---

1 Press these keys:

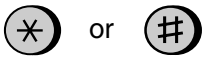


The display will show:

REVIEWING CALLS

---

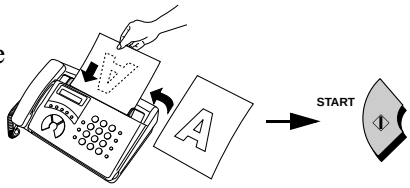
2 Press the ✳ key to scroll through the list from the most recent call, or the # key to scroll through the list from the oldest call.



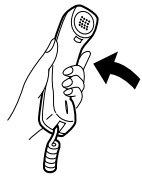
---

3 If you want to dial one of the numbers in the list, scroll through the list until the number appears in the display.

- If you want to send a fax, load the document and then press the **START** key.

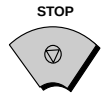


- If you want to make a voice call, pick up the handset or press the **SPEAKER** key. Dialling will begin automatically. (If you pressed the **SPEAKER** key, pick up the handset when the other party answers.)



---

4 Press the **STOP** key when you have finished viewing the list.



To delete calls from the Caller ID list

If you want to delete a single call from the caller list, press the **0** key while the call appears in the display. If you want to delete all calls from the list, hold the **0** key down for at least 3 seconds while you are viewing any number in the list.

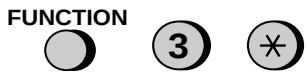
Priority Call

If desired, you can set your fax to make a special ringing sound when you receive a call from a designated phone number. This lets you know immediately who is calling without having to look at the display.

To use this function, enter the desired phone number by following the steps below (only one phone number can be entered).

---

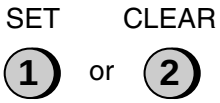
1 Press these keys:



The display will show:

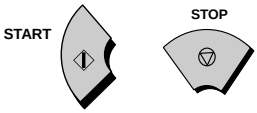
PRIORITY CALL #

2 Press **1** to enter a number, or **2** to clear a number. (If you pressed **2**, go to Step 4.)



3 Enter the phone number, including the area code, by pressing the number keys (max. of 20 digits).

4 Press the **START** key and then the **STOP** key.



Blocking voice calls

With Caller ID turned on, you can use the Anti Junk Fax function described in *Blocking Reception of Unwanted Faxes* in this chapter to block voice calls as well as fax receptions (the Anti Junk Fax function normally only blocks faxes).

In this case, when a voice call or a fax transmission comes in from a number you have specified as a "Junk Number", your fax will break the connection as soon as it receives the calling phone number from the caller ID service (before the second ring).

To use this function, enter the number in the Anti Junk Number List as explained in *Blocking Reception of Unwanted Faxes* in this chapter.

Distinctive Ring (Requires Subscription to Service)

If you subscribe to a distinctive ring service from your telephone company, you will need to turn on the distinctive ring function. When this is done, your fax machine will signal voice calls by the normal ring pattern, and fax transmissions by a special ring pattern. In the case of a fax transmission, your fax machine will automatically answer the call and receive the fax.

The distinctive ring function is used with the reception mode set to FAX. When your fax number is dialled, your fax machine will signal the call with a special ringing sound, then answer automatically and begin reception after the Number of Rings setting (the factory setting is 2 rings). When your voice number is dialled, the fax machine will signal the call with the normal ringing sound to let you know that you must answer personally.

The factory setting is NO. If set to YES, both Australian (Fax Duet) and New Zealand (FaxAbility) Distinctive Ring are supported.

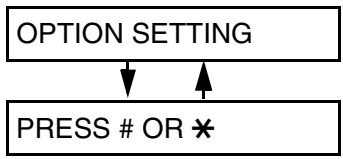
Important:

- The distinctive ring function can only be used if you subscribe to a distinctive ring service from your telephone company. Do not turn on distinctive ring if you are on a normal line, as the fax machine will not operate properly.
- If you turn on distinctive ring, the fax will not operate in TEL/FAX reception mode.

---

1 Press these keys:

The display will show:

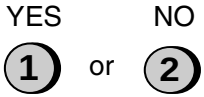


2 Press these keys:

The display will show:

DISTINCTIVE RING

3 Press **1** to turn on Distinctive Ring, or **2** to turn it off.

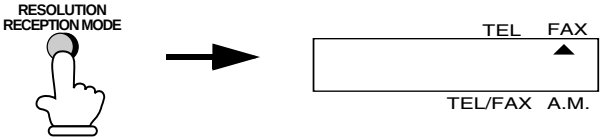


The display will show:

FAX SIGNAL RX

4 Press the **STOP** key to return to the date and time display.

5 Set the reception mode to FAX.



Blocking Reception of Unwanted Faxes

The Anti Junk Fax function allows you to block reception of faxes from parties which you specify. This saves paper by not printing out unwanted "junk" faxes.

To use this function, enter the fax numbers from which you do not want to receive faxes as shown below.

- Up to five numbers can be entered in the Anti Junk Number List.
- To clear a number from the Anti Junk Number List, you need to know the 1-digit number which identifies it. If you have forgotten this number, print out the Anti Junk Number List as explained in Chapter 7.

---

1 Press these keys:

The display will show:

ENTRY MODE

---

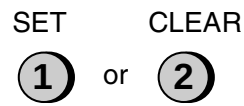
2 Press the ✱ key twice.

The display will show:

STORE JUNK #
↓ ↑
1=SET,2=CLEAR

---

3 Press **1** to enter a number in the Anti Junk Number List, or **2** to clear a number from the list.



4 **Entering:** Enter a 1-digit number from "1" to "5" with the numeric keys. This number identifies the fax number that you will enter in the next step.

Clearing: Enter the 1-digit number that identifies the fax number you want to clear, and go to Step 6.

(Example)

5 Enter the fax number.

(Example)

6 Press the **START** key.

7 Return to Step 3 to enter (or clear) another fax number, or press the **STOP** key to return to the date and time display.

Step 3 or

Polling (Requesting a Fax Transmission)

Polling allows you to call another fax machine and have it send a document (previously loaded in its feeder) to your machine without operator assistance. In other words, the receiving fax machine, not the transmitting fax machine, initiates the transmission.

To use the polling function, you must first set Rapid Key E/POLL for use as a polling key.

- When Rapid Key E/POLL is set as a polling key, it cannot be used for Rapid Key dialling.

---

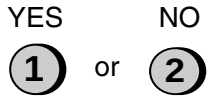
1 Press these keys:

The display will show:

POLLING

---

2 Press **1** to turn on the function, or **2** to turn it off.



---

3 Press the **STOP** key to return to the date and time display.

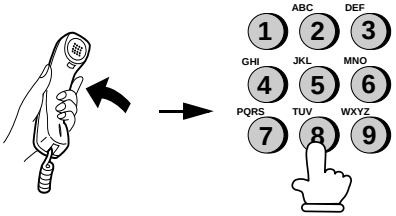
Requesting transmission

Note: Rapid Dial Keys cannot be used for polling. To dial a Rapid Dial location, press the **SPEED DIAL** key and then enter the 2-digit number corresponding to the Rapid Key.

---

1 Dial the fax machine you want to poll using one of the following methods:

- Pick up the handset (or press the **SPEAKER** key) and dial the full number. Wait for the fax answerback tone.
- Press the **SPEED DIAL** key and enter a 2-digit Speed Dial number.
- Enter the full number using the numeric keys.



(Example)

---

2 Press Rapid Key E/POLL.

- If you used the handset, replace it when POLLING appears in the display. Reception will begin.

8. Printing Lists

You can print the Telephone Number List showing the fax/telephone numbers you have stored for automatic dialling, and the Anti Junk Number List showing the numbers you are blocking.

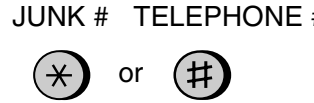
To print a list, follow the steps below.

1 Press the **FUNCTION** key and **2**.

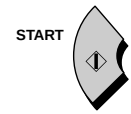
The display will show:

LISTING MODE

2 Press the ✱ key to select the Anti Junk Number List, or the # key to select the Telephone Number List.



3 Press the **START** key to print the list.



Telephone Number List

This list shows the fax numbers that have been programmed for automatic dialling.

TELEPHONE NUMBER LIST

JAN-25-2000 10:30 AM

FOR: John Doe Corp. 201 555 1234

SPEED #	NAME	TELEPHONE #
01	N.Y.	123-785-8340
02	JANE SMITH	258-942-7417
03	ABC TOOL	965-125-0546
04	JACK JONES	532-740-3341

Anti Junk Number List

This list shows the numbers from which reception is not allowed.

ANTI JUNK NUMBER LIST

JAN-25-2000 10:30 AM

FOR: John Doe Corp. 201 555 1234

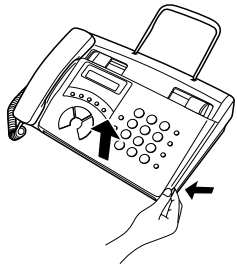
STORED LOCATION	JUNK TEL #
1	1234567890
2	11122233344455566677
3	123987093687

9. Maintenance

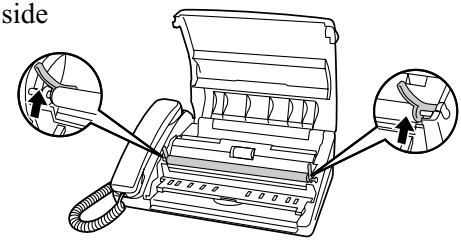
Cleaning the scanning glass and rollers

Clean the scanning glass and rollers frequently to ensure the quality of your transmitted images and copies.

1 Grasp the finger hold and pull up to open the operation panel.

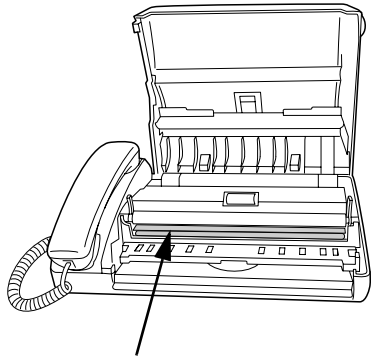


2 Flip up the green levers on each side of the white roller.

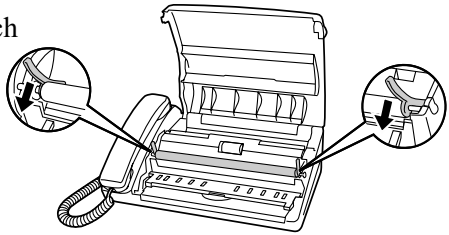


3 Wipe the scanning glass and rollers with a cotton pad.

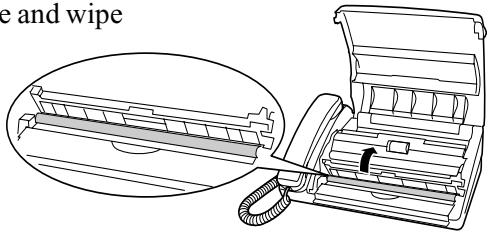
- Make sure that all dirt and stains (such as correcting fluid) are removed, as dirt will cause vertical lines on transmitted images and copies. (If necessary, wipe with denatured alcohol.)
- Adhesive cellophane tape is useful for removal of debris from the rollers.



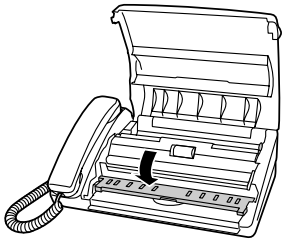
4 Flip down the green levers on each side of the white roller.



5 Flip up the front paper guide and wipe the roller under it.

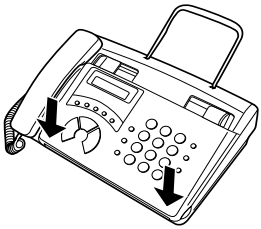


6 Flip down the front paper guide.



7 Close the operation panel.

- Press down on both front corners of the panel to make sure it clicks into place.



Cleaning the housing

Wipe the external parts and surface of the machine with a dry cloth.

Caution!
Do not use benzene or thinner. These solvents may damage or discolor the machine.

10. Troubleshooting

Problems and Solutions

Line error

Problem	Solution
LINE ERROR appears in the display.	Try the transaction again. If the error persists, check the following: • Check the connection. The cord from the **TEL. LINE** socket to the wall socket should be no longer than two meters. • Make sure there are no modem devices sharing the same telephone line. • Check with the other party to make sure their fax machine is functioning properly. • Have your telephone line checked for line noise. • Try connecting the fax machine to a different telephone line. • If the problem still occurs, your fax machine may need service.

Dialling and transmission problems

Problem	Solution
No dial tone when you pick up the handset.	• Make sure the handset cord is connected to the correct socket. See *Connecting the handset* in *Connections* in Chapter 1.
Dialling is not possible.	• Make sure the power cord is properly plugged into a power outlet. • Make sure that the telephone line is properly connected to both the **TEL. LINE** socket and the wall socket. • Make sure that the fax machine is set to the correct dialling mode for your telephone line. See *Connecting the telephone line cord* in *Connnections* in Chapter 1.
The power is on, but no transmission takes place.	• Make sure that the receiving machine has paper. • Make sure that the telephone line cord is plugged into the **TEL. LINE** socket, and not the **TEL. SET** socket. • If the receiving machine is in manual mode with no attendant, reception will not be possible. • Check the display for error messages. • Pick up the handset and check for a dial tone.
Nothing is printed at the receiving end.	• Make sure that the document for transmission is placed face down in the feeder.
A distorted image is received at the other end.	• Noise on the telephone line may cause distortion. Try sending the document again. • Make a copy of the document on your fax machine. If the copy is also distorted, your fax machine may need service.

Reception and copying problems

Problem	Solution
The fax machine doesn't receive documents automatically.	• Make sure that the reception mode is set to FAX. If you subscribe to a Distinctive Ringing service, make sure that the Distinctive Ringing function is set to the correct ring pattern. If you do not subscribe to a distinctive ring service, make sure that Distinctive Ringing is set to OFF SETTING. (See *Distinctive Ringing* in Chapter 7.)
The power is on, but no reception takes place.	• Make sure that the telephone line cord is plugged into the **TEL. LINE** socket, and not the **TEL. SET** socket.
The printing paper comes out blank when you try to receive a document.	• Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy or print a report to confirm the printing ability of your machine. • Make sure that the thermal paper is properly loaded in your fax machine. (If the roll has been loaded backwards, nothing will be printed.)
The received document is faint.	• Ask the other party to send higher contrast documents. If the contrast is still too low, your fax machine may need service. Make a copy or print a report to check your machine's printing ability. • Make sure you are using the recommended thermal paper. See *Loading the Thermal Paper* in Chapter 1.
Received images are distorted.	• Noise on the telephone line may cause distortion. Have the other party try sending the document again. • Make a copy or print a report on your fax machine. If the copy or report is also distorted, your fax machine may need service.
A received document or copy prints out in strips.	• Make sure the operation panel is completely closed (press down on both sides of the panel).

The quality of copies is poor and/or black spots appear.	• Any dirt or material on the scanning glass will cause spots to appear on copies and transmitted faxes. Clean the scanning glass as explained in Chapter 9.
Reception/copying is interrupted.	• If reception or copying takes place continuously for a long time, the print head may overheat. Turn off the power and let it cool down.

Answering machine connection

Problem	Solution
The answering machine connection does not operate properly.	• Make sure your fax machine's reception mode is set to A.M. • Make sure your fax machine's **TEL. LINE** socket is connected to the wall socket. Make sure your fax machine's **TEL. SET** socket is connected to your answering machine's telephone line socket (not the answering machine's extension phone socket). • Make sure your answering machine's outgoing message is under 10 seconds. • Make sure that the Quiet Detect Time setting is set to three or four seconds (see Chapter 6).

General problems

Problem	Solution
Nothing appears in the display.	• Make sure the power cord is properly plugged into a power outlet. • Connect another electrical appliance to the outlet to see if it has power.
The machine does not respond when you press any of its keys.	• If a beep sound is not made when you press the keys, unplug the power cord and then plug it in again several seconds later.
Automatic document feeding does not work for transmission or copying.	• Check the size and weight of the document (see *Transmittable Documents* in Chapter 2).
Voice calls taken on an extension phone are interrupted by the fax.	• The fax may interrupt during a voice call if the reception mode is set to A.M. To prevent interruption on a tone dial extension phone, press any three keys on the extension phone after answering. (Note: Do not enter the code to activate fax reception.)
No reception occurs when polling is attempted.	• Make sure you have not run out of paper. • Make sure the transmitting machine is in automatic reception mode. • If the transmitting machine has polling security, make sure that your fax number has been entered both in your machine and in the transmitting machine.
Bell Tinkle (New Zealand)	• The operation of this equipment on the same line as the telephone or other equipment with audible warning devices or automatic ring detectors will give rise to bell tinkle or noise and may cause false tripping of the ring detector. Should such a problem occur, contact your authorised Sharp Service Centre for information.

Messages and Signals

Display messages

Note: If you have turned on the Caller ID function, see Caller ID in Chapter 7 for display messages related to Caller ID.

CHECK PAPER	The thermal paper is jammed or isn't loaded properly. Remove and reload the paper. (See the following section, *Clearing Paper Jams*.)
COVER OPEN	The operation panel is open. Close it.
DOCUMENT JAMMED	The original document is jammed. See the following section, *Clearing Paper Jams*.
FUNCTION MODE	The **FUNCTION** key has been pressed.
HOLD	The **HOLD/SEARCH** key has been pressed to put the other party on hold during a phone conversation. Press the **HOLD/SEARCH** key again to take the other party off hold.
LINE BUSY	This appears if you attempt to send a fax by automatic dialing and the line is busy or the receiving fax machine doesn't answer (even after automatic redialing). Press the **STOP** key to clear the message.
LINE ERROR	Transmission or reception was not successful. Press the **STOP** key to clear the message and then try again. If the error persists, see *Line Error* in *Problems and Solutions* in this chapter.
NO DATA	This appears if you attempt to search for an automatic dialling number when none have been stored.
NO # STORED	You have tried to dial or clear a Rapid Key or Speed Dial number that hasn't been programmed (a full number hasn't been assigned to it).
OFF HOOK	This appears if you forgot to replace the handset after using it to dial and send a fax. Replace the handset or press the **STOP** key to clear the message.

ON HOOK DIAL	The **SPEAKER** key has been pressed and the fax machine is waiting for you to dial.
OUT OF PAPER	You have run out of thermal paper. Load a new roll of thermal paper as explained in *Loading the Thermal Paper* in Chapter 1.
OVER HEAT	The print head has overheated. Operation can be continued after it cools.
PAPER JAMMED	The printing paper is jammed. See the following section, *Clearing Paper Jams*.
READY TO SEND	A document has been loaded and the fax machine is waiting for you to begin faxing or copying.
RECALLING	This appears if you attempt to send a fax by automatic dialling and the line is busy or the receiving fax machine does not answer. Your fax machine will automatically reattempt the call. (See *Automatic Redialling* in *Sending a Fax by Automatic Dialling* in Chapter 2.)
SEARCH DIAL	The **HOLD/SEARCH** key has been pressed. Press # or ✱ to search for an automatic dialling number, or press the **STOP** key to return to the date and time display. (See *Searching for an auto-dial number* in *Sending a Fax by Automatic Dialling* in Chapter 2.)
TOTAL PAGE(S) 01	Number of pages transmitted, received, or copied.

Audible signals

Continuous tone	3 seconds	Indicates the end of transmission, reception, or copying.
Intermittent tone (3 beeps)	5 seconds (1 second on, 1 second off)	Indicates incomplete transmission, reception, or copying.
Rapid intermittent tone	Continuous (0.7 seconds on, 0.3 seconds off)	Indicates that the handset is off hook.

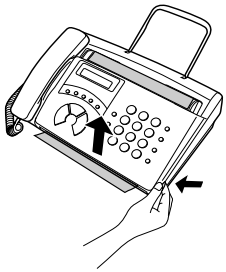
Clearing Paper Jams

Clearing a jammed document

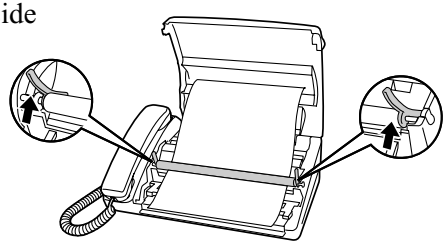
If the original document doesn't feed properly during transmission or copying, or DOCUMENT JAMMED appears in the display, first try pressing the **START** key. If the document doesn't feed out, open the operation panel and remove it.

Important:
Do not try to remove a document without first releasing it as explained below. This may damage the feeder mechanism.

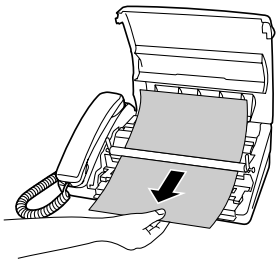
1 Grasp the finger hold and pull up to open the operation panel.



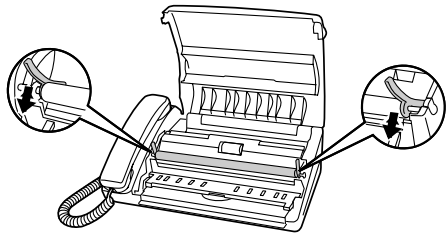
2 Flip up the green levers on each side of the white roller.



. **3** Remove the document.

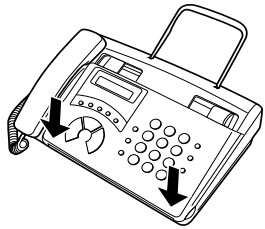


4 Flip down the green levers on each side of the white roller.



5 Close the operation panel, making sure it clicks into place.

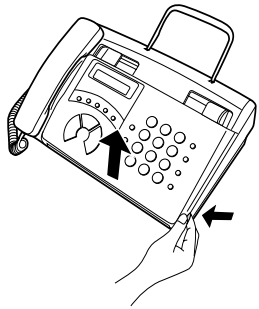
- Press down on both front corners of the panel to make sure it clicks into place.



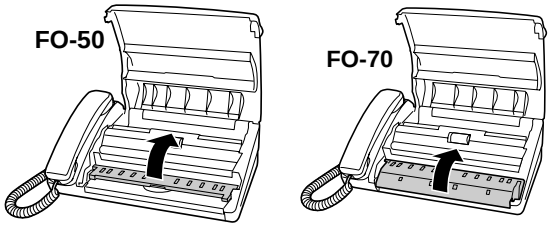
Clearing jammed paper

If the thermal paper jams, PAPER JAMMED will appear in the display. Follow the steps below to clear the jam.

1 Grasp the finger hold and pull up to open the operation panel.

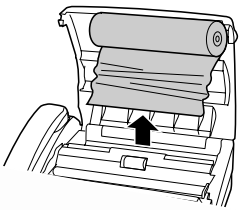


2 Flip up the front paper guide.

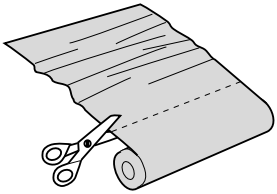


3 Remove the paper roll.

- **FO-70:** Remove any cut pieces of paper from the paper compartment.

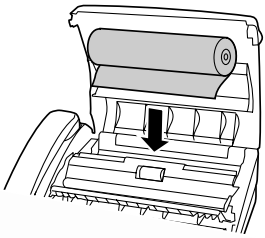


4 Cut off the wrinkled part of the paper.



5 Reload the paper.

- Jammed paper is often caused by improper loading. Be sure to carefully follow the instructions for paper loading given in *Loading the Thermal Paper* in Chapter 1.



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